

# Agenda

## Kaiapoi-Tuahiwī Community Board

Monday 20 February 2023

4pm

Kaikanui Room  
Ruatanīwha Kaiapoi Civic Centre  
176 Williams Street, Kaiapoi

**Members:**

Jackie Watson (Chairperson)

Sandra Stewart (Deputy Chairperson)

Neville Atkinson

Tim Bartle

Al Blackie

Tracey Blair

Russell Keetley

## **AGENDA CONTENTS – KAIAPOI-TUAHIWI COMMUNITY BOARD MEETING**

| <b><u>Item Number</u></b> | <b><u>Item Topic</u></b>   | <b><u>Page numbers</u></b> |
|---------------------------|--|----------------------------|
| <b>3</b>                  | <b>Confirmation of Minutes</b>   |                            |
| 3.1                       | Minutes of 12 December 2022  | 9-18                       |
| 3.3                       | Workshop notes of 12 December 2022   | 19-20                      |
| <b>6</b>                  | <b>Staff Reports</b>   |                            |
| 6.1                       | Road Naming – Beach Grove Estates  | 21-29                      |
| 6.2                       | Approval of Disc Golf for Kaiapoi Domain   | 30-55                      |
| 6.3                       | Kaiapoi Town Centre Market temporarily located at 131 Raven Quay                     | 56-60                      |
| 6.4                       | Nomination of the Zone 5 Representative on the Community Boards' Executive Committee | 61-66                      |
| 6.5                       | Application to the Kaiapoi-Tuahwi Community Board's Discretionary Grant Fund 2022/23 | 67-85                      |
| <b>7</b>                  | <b>Correspondence</b>  |                            |
| 7.1                       | Kaiapoi District Historical Society – Errors on signs                                | 86                         |
| <b>8</b>                  | <b>Chairperson's Report</b>  |                            |
| 8.1                       | Chairperson's Report for December 2022 and January 2023                              | 87                         |
| <b>10</b>                 | <b>Members Information Exchange</b>  |                            |
| 10.4                      | Brent Cairns   | 88                         |

**AGENDA FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO BE HELD IN METING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 20 FEBRUARY 2023 AT 4PM.**

---

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

---

|          | <b><u>BUSINESS</u></b>   | <i>PAGES</i> |
|----------|--|--------------|
| <b>1</b> | <b><u>APOLOGIES</u></b>  |              |
| <b>2</b> | <b><u>CONFLICTS OF INTEREST</u></b>  |              |
| <b>3</b> | <b><u>CONFIRMATION OF MINUTES</u></b>  |              |
| 3.1      | <b><u>Minutes of the Kaiapoi-Tuahiwi Community Board –12 December 2022</u></b>   | 9-18         |
|          | <i>RECOMMENDATION</i>  |              |
|          | <b>THAT</b> the Kaiapoi-Tuahiwi Community Board:   |              |
|          | (a) <b>Confirms</b> the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 12 December 2022, as a true and accurate record. |              |
| 3.2      | <b><u>Matters Arising</u></b>  |              |
| 3.3      | <b><u>Notes of the Kaiapoi-Tuahiwi Community Board Workshop – 12 December 2022</u></b>   | 19-20        |
|          | <i>RECOMMENDATION</i>  |              |
|          | <b>THAT</b> the Woodend-Sefton Community Board:  |              |
|          | (a) <b>Receives</b> the notes of the Woodend-Sefton Community Board workshop, held on 12 December 2022.  |              |
| <b>4</b> | <b><u>DEPUTATIONS AND PRESENTATIONS</u></b>  |              |
| 4.1      | <b><u>Beach Grove Development – C Scott</u></b>  |              |
|          | C Scott will be in attendance to discuss Beach Grove Development road names (refer to Item 6.1).   |              |
| <b>5</b> | <b><u>ADJOURNED BUSINESS</u></b>   |              |
|          | Nil.   |              |

## 6 REPORTS

### 6.1 Road Naming – Beach Grove Estates – S Morrow (Rates Officer – Property Specialist)

21-29

#### *RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 230209017412
- (b) **Approves** the following proposed road names for Roads 1 – 16 for future stages of Beach Grove as shown on the attached plan.
  - 1 Tuuta Street
  - 2 Merrin Street
  - 3 Cordla Street
  - 4 Rice Street
  - 5 McGarry Drive
  - 6 Dempsey Street (on original plan)
  - 7 Pender Street (on original plan)
  - 8 Waiotahi Road (Continuation)
  - 9 Lintott Street
  - 10 Croucher Street
  - 11 Naish Street
  - 12 Bristow Lane
  - 13 Isa Lei Road (Continuation)
  - 14 Rice Street (Continuation)
  - 15 Ranginui Drive (Continuation)
  - 16 Pohio Lane
- (c) **Notes:** That the Community Board may replace any proposed names with a name of its choice.

### 6.2 Approval of Disc Golf for Kaiapoi Domain – G Stephens (Greenspace Design and Planning Team Leader)

30-55

#### *RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. TRIM 230209017481.
- (b) **Notes** that staff undertook consultation with the community regarding the Kaiapoi Domain Disc Golf proposal and 90% of respondents were in support of the proposal.
- (c) **Notes** following consultation, staff collated feedback and have included changes in the overall layout and discussed.
- (d) **Notes** that the group intend to fund this project using external fundraising.
- (e) **Approves** the provision of a nine-hole disc golf course in Kaiapoi Domain subject to external funding being received of approximately \$15-20,000.

- (f) **Notes** that from time to time the layout of the course may change. This will be done in consultation with the group and Greenspace Team and will stay within the confines of the Kaiapoi Domain. A memo will be brought to the Board informing them of these changes at that stage to keep the Board informed.
- (g) **Notes** the recommendations within this report support Greenspace to achieve community outcomes within the areas of social, economic, environmental, and cultural wellbeing.

6.3 **Kaiapoi Town Centre Market temporarily located at 131 Raven Quay – V Thompson (Senior Advisor Business and Centres)**

56-60

*RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. BAC-03-119-01 / 230209017184.
  - (b) **Notes** the proposal for the town centre market to be temporarily located at 131 Raven Quay in Kaiapoi.
  - (c) **Notes** that alternative locations are potentially available should the market be successful and need to be relocated to another site (at the Community Board and/or Council's discretionary approval) due to progression of commercial development at 131 Raven Quay or the market's growth.
  - (d) **Notes** that the market should not compete directly in product with the existing farmers market located on Charles Street running on Saturdays.
  - (e) **Approves** the presence of the market located temporarily at 131 Raven Quay under a recurring reserve booking for an initial term of three months, to be rolled over in three month booking blocks thereafter at the discretion of staff should the market continue to operate without incident.
- Or**
- (f) **Declines** the presence of the market located temporarily at 131 Raven Quay.

6.4 **Nomination of the Zone 5 Representative on the Community Boards' Executive Committee – K Rabe (Governance Advisor)**

61-66

*RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (g) **Receives** Report No. 230201013666.
- (h) **Nominates** \_\_\_\_\_ as the Ko Tātou Zone 5 representative on the Community Boards' Executive Committee.

6.5 **Application to the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2022/23 – K Rabe (Governance Advisor)**

67-85

*RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 230118005615.
- (b) **Approves** a grant of \$..... to the North Canterbury Pride towards hosting the Lesbian, Gay, Bisexual, Transgender, Questioning and Others (LGBTIQ+) picnic in Victoria Park, Rangiora.

**OR**

- (c) **Declines** the application from North Canterbury Pride.
- (d) **Approves** a grant of \$..... to the Clarkville Playcentre towards the costs of first aid courses.

**OR**

- (e) **Declines** the application from the Clarkville Playcentre.

**7 CORRESPONDENCE**

7.1 **Kaiapoi District Historical Society – Errors on signs**

86

*RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the correspondence from the Kaiapoi District Historical Society regarding errors on signs (TRIM: 230210017906).

**8 CHAIRPERSON'S REPORT**

8.1 **Chairperson's Report for December 2022 and January 2023**

87

*RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (b) **Receives** the report from the Kaiapoi-Tuahiwi Community Board Chairperson (TRIM: 230214019397).

**9 MATTERS REFERRED FOR INFORMATION**

- 9.1 **Oxford-Ohoka Community Board Meeting Minutes 7 December 2022.**
- 9.2 **Woodend-Sefton Community Board Meeting Minutes 12 December 2022.**
- 9.3 **Rangiora-Ashley Community Board Meeting Minutes 14 December 2022.**
- 9.4 **Oxford-Ohoka Community Board Chairpersons Report February to September 2022 – Report to Council meeting 6 December 2022 – Circulates to all Boards.**
- 9.5 **Woodend-Sefton Community Board Chairpersons Report February to September 2022 – Report to Council meeting 6 December 2022 – Circulates to all Boards.**
- 9.6 **Rangiora-Ashley Community Board Chairpersons Report February to September 2022 - Report to Council meeting 6 December 2022 – Circulates to all Boards.**

- 9.7 Kaiapoi-Tuahiwi Community Board Chairpersons Report February to September 2022 – Report to Council meeting 6 December 2022 – Circulates to all Boards.
- 9.8 Waka Kotahi Interim State Highway Speed Management Plan Consultation – Report to Council meeting 6 December 2022 – Circulates to all Boards.
- 9.9 Kerbside Recycling Bin Audits Methodology – Report to Council meeting 6 December 2022 – Circulates to all Boards.
- 9.10 Ohoka Mill Road Stormwater Management Area Resource Consent Issues – Report to Council meeting 6 December 2022 – Circulates to all Boards.
- 9.11 Submission on the Review into the Future of Local Government – Report to Council meeting 7 February 2023 – Circulates to all Boards.
- 9.12 Ratification of Council Submission Variation 1 Proposed District Plan – Report to Council meeting 7 February 2023 – Circulates to all Boards.
- 9.13 Submission on Water Services Legislation Bill – Report to Council meeting 7 February 2023 – Circulates to all Boards.
- 9.14 Review of Elected Member Conference and Training Policy – Report to Council meeting 7 February 2023 – Circulates to all Boards.
- 9.15 Health, Safety and Wellbeing Report January 2023 – Report to Council Meeting 7 February 2023 – Circulates to all Boards.

*RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board

- a) **Receives** the information in Items 9.1 to 9.15.

**Note:**

- 1. *The links for Matters for Information were previously circulated separately to members as part of the relevant meeting agendas.*

**10 MEMBERS' INFORMATION EXCHANGE**

10.1 **Brent Cairns**

88

Trim ref: 230214019384.

*The purpose of this exchange is to provide a short update to other members in relation to activities/meetings that have been attended or to provide general Board related information.*

**11 CONSULTATION PROJECTS**

Nil.

## **12 REGENERATION PROJECTS**

### **12.1 Town Centre, Kaiapoi**

Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be accessed using the link below:

<http://www.waimakariri.govt.nz/your-council/district-development/kaiapoi-town-centre>.

## **13 BOARD FUNDING UPDATE**

### **13.1 Board Discretionary Grant**

Balance as at 31 January 2023: \$5,559.

### **13.2 General Landscaping Budget**

Balance as at 31 January 2023: \$49,490.

## **14 MEDIA ITEMS**

## **15 QUESTIONS UNDER STANDING ORDERS**

## **16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

### **NEXT MEETING**

The next meeting of the Kaiapoi-Tuahwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 20 March 2023 at 4pm.

#### **Workshop**

- *Community Engagement via Social Media – Kim Nutbrown (Communication and Engagement Advisor) 20 Minutes*
- *Interim Speed Management – Allie Mace-Cochrane (Project Engineer) 20 Minutes*
- *Members Forum*
  - *Patchina's Walkway*
  - *Draft Board Plan*



**MINUTES OF A MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI, ON MONDAY 12 DECEMBER 2022 AT 4PM.**

**PRESENT**

J Watson (Chairperson), S Stewart (Deputy Chairperson), A Blackie, N Atkinson, T Bartle, T Blair and R Keetley.

**IN ATTENDANCE**

B Cairns (Kaiapoi-Woodend Ward Councillor) and P Redmond (Kaiapoi-Woodend Ward Councillor).

J Millward (Acting Chief Executive), K Simpson (3 Waters Manager), G MacLeod (Community Greenspace Manager), J McBride (Roading and Transport Manager), T Stableford (Landscape Architect), S Binder (Senior Engineering Advisor), and A Connor (Governance Support Officer).

There was one member of the public present.

**1 APOLOGIES**

Moved: J Watson

Seconded: T Bartle

**THAT** an apology for lateness be received and sustained from A Blackie.

**CARRIED**

**2 CONFLICTS OF INTEREST**

Item 6.2 - N Atkinson declared a conflict of interest as he was a member of the Alwin G Heritage Trust.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 21 November 2022**

Moved: N Atkinson

Seconded: R Keetley

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 21 November 2022, as a true and accurate record.

**CARRIED**

**3.2 Matters Arising**

Nil.

3.3 **Notes of the Kaiapoi-Tuahiwi Community Board Workshop – 21 November 2022**

Moved: J Watson

Seconded: T Bartle

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the notes of the Kaiapoi-Tuahiwi Community Board workshop, held on 21 November 2022.

**CARRIED**

4 **DEPUTATIONS AND PRESENTATIONS**

Nil.

5 **ADJOURNED BUSINESS**

Nil.

6 **REPORTS**

6.1 **Patchina's Walkway Upgrade – T Stableford (Landscape Architect)**

T Stableford explained that the scope of the upgrade work had been reduced to a general tidying-up of the area due to costs. The Council previously sought approval to approach community organisations to ascertain if they could achieve the concept plan at a lower budget. Although organisations were interested, they had a tough time sourcing material at a lower cost and could not achieve more of the concept plan than the Council.

Council staff had requested a new quote from the contractor with the original lowest quote for a reduced scope. That would include cleaning up gravel, removing unkempt gardens and installing lime chips throughout the site. She liaised with All Together Kaiapoi, and they had a community group interested in using the mural on one of their sites. There were four pyramid planters in storage, which would not be able to be installed within the budget.

J Watson sought clarity on the need for traffic management. T Stableford confirmed that with the reduced scope of works, traffic management would not be needed, and the area would instead be taped off and coned while works were being done.

J Watson noted that she had spoken to the General Manager - Community and Recreation, C Brown, about the four pyramid planters, and Delta could do the planting and include the planters within their watering schedule. T Stableford undertook to confirm this with C Brown and to report back to the Board.

R Keetley questioned if changing to lime chip affected the budget. T Stableford confirmed that it did increase the cost. The Council had therefore investigated using shingle, however, the lime chip looked better. It was also suggested to use a larger size lime chip to stop it from getting dragged into the car park as much.

In response to questions from N Atkinson and T Bartle, T Stableford noted that the remainder of the site would be empty. However, the space could then be used for things such as community events as though it was on the main street.

T Bartle questioned what was being achieved by only doing this small amount of work and if it may not be better to spend a small amount of money trying to tidy what was already there. J Watson replied that the signboard was dilapidated, scruffy, and not being looked after.

S Stewart asked if the Council owned the site. N Atkinson noted that the Council bought it at the request of the Community Board, however, there was no strategic plan for the use of the property in future. S Stewart noted that the Board could use more of its Landscaping Budget to enhance the project.

Moved: J Watson

Seconded: -

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 221202209007.
- (b) **Approves** the inclusion of the mural with the scope of works a reduction of scope of works for the upgrade of Patchina's Walkway.
- (c) **Notes** that work would include the removal of unwanted items such as the information board and the giant checkers board /seats and unkept garden, the scraping back of the existing surface, and the installing a lime chip surface across the site.
- (d) **Notes** that if budget allows four pyramid planters will also be installed, however this will be treated as provisional on costs received for re-surfacing and tidying the site.

**LAPSED**

Moved: N Atkinson

Seconded: R Keetley

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Resolves** that the report on the Patchina's Walkway Upgrade lay on the table to allow Board to discuss the matter further.

**CARRIED**

N Atkinson felt this needed more discussion through a workshop to ensure the Board was moving forward with the best possible outcome and for the report to come back at the end of February 2023.

6.2 **Alwin G Heritage Trust storage of historic scow on Corcoran Reserve – G MacLeod (Greenspace Manager)**

*Having declared a conflict of interest, N Atkinson stepped away from the table at 4.18pm.*

G MacLeod advised that a request had been received for the Alwin G Heritage Trust to temporarily store the historic scow Success at the Corcoran Reserve at 73 Charles Street, Kaiapoi. This would entail a temporary 12-month License to Occupy while the Council undertook consultation with the Kaiapoi community to determine their views on the land being set aside for the Trust on a more permanent basis. In addition, the Trust wished to create an area within the reserve to store and renovate a few historic boats. Some of the boats may not be water worthy and could end up as part of an exhibit.

P Redmond sought clarity on the number of boats to be stored at the Corcoran Reserve. G MacLeod explained that it would be just one boat in the beginning. However, part of the consultation would be to liaise with the Trust on the number of boats.

J Watson noted she was concerned about the aesthetic of the fencing that the Trust would be erecting. She asked what the Council was expecting concerning aesthetics. G MacLeod commented that the Council would detail precisely how the area should be fenced. In addition, the Trust's activities on the site would determine how much the Council would need to limit public access to the area to ensure health and safety.

Moved: J Watson

Seconded: R Keetley

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 221019182587.
- (b) **Notes** that the land that was being proposed for the storage of the *Success* (Record of Title CB10A/1318) was being held in trust by the Waimakariri District Council for Harbour Purposes subject to the provisions of the Waimakariri Harbour Act, 1946 and that the activity is appropriate for the land use under the reasonable interpretation of "Harbour Purposes".
- (c) **Approves** the request by the Alwin G Heritage Trust to temporarily store the historic scow *Success* on Corcoran Reserve, subject to the following conditions being met:
  - (i) That use of the land did not impede others' use and enjoyment of the wider area.
  - (ii) That all maintenance work on the scow was deferred until such time that a Licence to Occupy was granted, subject to community consultation and Board approval.
  - (iii) That all and any damage incurred to the reserve in any way associated with the temporary storage of the scow/use of the land was the responsibility of the Alwin G Heritage Trust and would be rectified at the Trust's expense.
  - (iv) That all and other costs relating to the temporary storage of the historic scow *Success* were the responsibility of the Alwin G Heritage Trust.
  - (v) That the Alwin G Heritage Trust has full and adequate insurance cover for the scow *Success* for the full time it was located at the Corcoran Reserve, including public liability insurance and Third-Party insurance at no less than \$3 million.
  - (vi) That dust and noise issues were properly managed.
  - (vii) That no noxious material be brought onto the site.
  - (viii) That the Trust provides the Council with a Health, Safety and Security Plan that covers both the placing of the scow onto the site and the temporary storage of the scow, however, in providing this to Council, to recognise that responsibility in these areas still lies with the Trust.
  - (ix) That the temporary storage structure/arrangement was safe as certified by an independent, qualified engineer.
  - (x) That the Trust erected a security fence providing an exclusion zone for public safety.
  - (xi) That all maintenance inside the fence, including grass mowing, was the responsibility of the Trust.

- (xii) That approval for the temporary storage of the historic scow *Success* was granted on the understanding that a request for a Licence to Occupy went out for public consultation and was brought back to the Board at a future date for consideration.
  - (xiii) That should Board approval not be granted for the permanent storage of the scow, that the Trust had four weeks to remove the scow, at no cost to the Council.
  - (xiv) That should any breaches of any conditions occur, the Council would have the right to give four weeks' notice of cancellation of the permission granted for the scow's storage.
  - (xv) That the Trust was allowed to store the scow for a period of one year.
- (d) **Approves** the removal of one small, poorly performing native *plagianthus* tree and the realignment of the bollard and cable fence to allow for the temporary storage of the Scow Success.
  - (e) **Notes** that the cost of the tree removal and fence realignment would be the responsibility of the Trust.
  - (f) **Notes** that, following community consultation, the Council staff would come back to the Board with a request for consideration of a Licence to Occupy that would be subject to further conditions to be negotiated with the Trust, which were additional to those set out under paragraph 2 (c) of this report.

**CARRIED**

J Watson and P Redmond agreed that the Success would be a great addition to Kaiapoi and a good reminder history of the port of Kaiapoi.

*N Atkinson returned to the meeting table at 4.24pm.*

### 6.3 **Appointments to Advisory Groups and Outside Organisations – K Rabe (Governance Adviser)**

S Stewart questioned if groups could be added to the list. J Watson explained that groups and organisations had to formally request Board representation before a member could be assigned.

N Atkinson asked if the Council promoted that new groups/organisations could have Board representation at their meetings. J Millward replied that representation was usually defined in the groups' terms of reference. It was, therefore, not publicly explicitly advertised, however, it could be in future.

A Connor noted that all groups and organisations that previously had a Board representative were contacted to confirm if they still needed or wanted a member appointed.

Moved: J Watson

Seconded: T Bartle

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 221109195682.
- (b) **Approves** the appointment of Board Member T Bartle as a Board representative and liaison person, to the North Canterbury Neighbourhood Support.

- (c) **Approves** the appointment of Board Member T Bartle as a Board representative and liaison person, to the Waimakariri Health Advisory Group.
- (d) **Approves** the appointment of Board Member S Stewart as a Board representative and liaison person, to Grey Power, North Canterbury.
- (e) **Approves** the appointment of Board Member T Blair as a Board representative and liaison person, to the Waimakariri Access Group.
- (f) **Approves** the appointment of Board Member S Stewart as a Board representative and liaison person, to the Kaiapoi Promotions Association.
- (g) **Approves** the appointment of Board Member R Keetley as a Board representative and liaison person, to Kaiapoi and Districts Historical Society.
- (h) **Approves** the appointment of Board Member R Keetley as a Board representative and liaison person, to the Kaiapoi Landmarks Team.
- (i) **Approves** the appointment of Board Member N Atkinson and Board Member A Blackie as representatives and liaison people to the Marine Precinct Booking Advisory Group.
- (j) **Approves** the appointment of Board Member J Watson as a Board representative and liaison person, to the Waimakariri Arts Trust (Kaiapoi Art Expo).
- (k) **Approves** the appointment of Board Member N Atkinson as a Board representative and liaison person, to the Northern Bulldogs Rugby League Club.
- (l) **Approves** the appointment of Board Member T Blair as a Board representative and liaison person, to the Darnley Club.
- (m) **Approves** the appointment of Board Member J Watson as a Board representative and liaison person, to the Pines-Kairaki Beach Association.
- (n) **Approves** the appointment of Board Member J Watson as the Board representative and liaison person to Northern Pegasus Bay Advisory Group.
- (o) **Approves** the appointment of Board Member S Stewart as a Board representative and liaison person to the Heritage and Mahinga Kai Joint Working Group.
- (p) **Approves** the appointment of Board Member T Bartle as a Board representative and liaison person, to the Silverstream Advisory Group.
- (q) **Approves** the appointment of Board Member T Bartle as a Board representative and liaison person, to Clarkville Rural Drainage Advisory Group.
- (r) **Approves** the appointment of Board Member T Bartle and as a Board representative and liaison person, to the Central Rural Drainage Advisory Group.
- (s) **Approves** the appointment of Board Member T Bartle as a Board representative and liaison person, to the Coastal Rural Drainage Advisory Group.

**CARRIED**

## 7 **CORRESPONDENCE**

Nil.

## 8 **CHAIRPERSON'S REPORT**

### 8.1 **Chairperson's Report for November 2022**

Moved: J Watson

Seconded: R Keetley

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the report from the Kaiapoi-Tuahiwi Community Board Chairperson (TRIM:221205209539).

**CARRIED**

## 9 **MATTERS REFERRED FOR INFORMATION**

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 9 November 2022.
- 9.2 Woodend-Sefton Community Board Meeting Minutes 14 November 2022.
- 9.3 Rangiora-Ashley Community Board Meeting Minutes 9 November 2022.
- 9.4 Health, Safety and Wellbeing Report October 2022 – Report to Council Meeting 8 November 2022 – Circulates to All Boards.
- 9.5 Approval to Submit Three Waters Reform - Better Off Application and Funding Agreement – Report to Extraordinary Council Meeting 22 November 2022 – Circulates to All Boards.
- 9.6 July 2022 Flood Response Update – Report to Utilities and Roading Committee meeting 29 November 2022 – Circulates to All Boards.
- 9.7 Library Update to 17 November 2022 – Report to Community and Recreation Committee Meeting 29 November 2022 – Circulates to All Boards.
- 9.8 Aquatics November Update – Report to Community and Recreation Committee Meeting 29 November 2022 – Circulates to All Boards.
- 9.9 Waka Kotahi Interim State Highway Speed Management Plan Consultation – Report to Council Meeting 6 December 2022 – Circulates to all Boards.
- 9.10 Kerbside Recycling Bin Audits Methodology – Report to Council Meeting 6 December 2022 – Circulates to all Boards.
- 9.11 Ohoka Mill Road Stormwater Management Area Resource Consenting Issues and Way Forward – Report to Council Meeting 6 December 2022 – Circulates to all Boards.
- 9.12 Oxford-Ohoka Community Board Chairpersons Report for the Period February – December 2022 – Report to Council Meeting 6 December 2022 – Circulates to all Boards.
- 9.13 Woodend-Sefton Community Board Chairpersons Report for the Period February – December 2022 – Report to Council Meeting 6 December 2022 – Circulates to all Boards.
- 9.14 Kaiapoi-Tuahiwi Community Board Chairpersons Report for the Period February – December 2022 – Report to Council Meeting 6 December 2022 - Circulates to all Boards.

- 9.15 Rangiora-Ashley Community Board Chairpersons Report for the Period February – December 2022 – Report to Council Meeting 6 December 2022 – Circulates to all Boards.
- 9.16 2023 Council Meeting Schedule – Report to Council Meeting 6 December 2022 – Circulates to all Boards.

Moved: J Watson

Seconded: T Bartle

**THAT** the Kaiapoi-Tuahiwi Community Board

- (a) **Receives** the information in Items 9.1 to 9.16.

**CARRIED**

## 10 **MEMBERS' INFORMATION EXCHANGE**

### **N Atkinson**

- Attended Kaiapoi Promotions Association Christmas Parade - An exceptionally well-organised event with a great turnout.

### **T Bartle**

- Attended Community Support meeting.
- Attended Kaiapoi Promotions Association Christmas Parade.
- Attended Te Kōhaka Trust Christmas Function.

### **T Blair**

- Spoke to an owner of a caravan who said the Christmas parade exceeded expectations. However, they felt the communication leading up to the event was lacking.

### **Brent Cairns**

- Attended Food and Budgeting Forum, there was an increase in the need for food, with the Salvation Army having an 85% increase since July 2022.
- Attended Kaiapoi Promotions Association Christmas Event, which was well run and well attended.
- Attended Pegasus Networking Meeting - Many families were struggling with debt issues.
- Attended Green Philanthropy Event - There were opportunities to get funding for local events.
- Attended Housing Forum - People looking for housing needed to register with the Ministry of Social Development (MSD), so they were able to capture the needs of the community. Homes suitable for the disabled were an issue.
- Attended a Migrant gettogether.
- Attended North Canterbury Neighbourhood Support Annual General meeting - The group had been donated a car from Mazda Amberley.
- Attended Promotions Association Chair meeting – There were funding issues, and they were looking at having buskers in towns over the summer to invigorate the towns.
- Attended St. Johns Christmas Event - St John in Rangiora was running out of space and looking to establish a hub in Kaiapoi. They were trailing an innovative way to raise funds by asking schools to donate clean towels, which they would then sell in their stores.



- Strawberry Fair was happening on Saturday, 10 December, with big band music and many craft stores. He thanked Kaiapoi Promotions Association for advertising the event at their cost on behalf of the fair.

### **Philip Redmond**

- Attended the Housing Forum - Two motels were currently being used for emergency housing.
- Better Off Funding - The Council signed an agreement with the DIA to receive approximately \$5 million, which would be spent on drainage, housing and cycling projects.
- Attended Citizenship Ceremony which had roughly 25 diverse applicants.
- Attended Rangiora promotions Association Christmas event.
- Attended North Canterbury Neighbourhood Support Annual General Meeting.
- Joined a Waterways Tour with Michael Bate - Suspected spraying of toxins into the water was killing aquatic life in various streams.
- Silverstream Christmas in the Park was cancelled due to weather.
- Attended Tuesday Club, where they had talks regarding 3Waters.
- Wairoa Links Community Trust launch was well attended by the Community Team, Agencies, volunteers, sponsors, and elected members.
- Attended Woodpecker Community Trust - Thank you for volunteers, advertisers, and sponsors.
- Attended IOD Christmas Function. Councillor Claire McKay (Environment Canterbury) received an award.
- Attended Kaiapoi Christmas Carnival
- Attended Pegasus Christmas by the lake.

### **S Stewart**

- Attended Arohatia Working Group – A report would be submitted to the Board in the new year.

### **R Keetley**

- Attended Kaiapoi Christmas Carnival - Reflected well on the town and had many attendees from Christchurch.

## **11 CONSULTATION PROJECTS**

Nil.

## **12 REGENERATION PROJECTS**

### **12.1 Town Centre, Kaiapoi**

Updates on the Kaiapoi Town Centre projects are emailed regularly to Board members. These updates can be accessed using the link below:

<http://www.waimakariri.govt.nz/your-council/district-development/kaiapoi-town-centre>.

**13 BOARD FUNDING UPDATE**

**13.1 Board Discretionary Grant**

Balance as at 30 November 2022: \$5,559.

**13.2 General Landscaping Budget**

Balance as at 30 November 2022: \$49,490.

**14 MEDIA ITEMS**

Nil.

**15 QUESTIONS UNDER STANDING ORDERS**

Nil.

**16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**NEXT MEETING**

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 20 February 2022 at 4pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 4.47PM.

**CONFIRMED**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**NOTES OF A WORKSHOP OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKNUI ROOM, RUATANIWA KAIAPOI CIVIC CENTRE, ON WEDNESDAY 12 DECEMBER 2022 AT 3.30PM.**

**PRESENT:**

J Watson (Chairperson), S Stewart (Deputy Chairperson), N Atkinson, T Bartle, A Blackie (From 5.10), T Blair, R Keetley.

**IN ATTENDANCE**

B Cairns (Kaiapoi-Woodend Ward Councillor) and P Redmond (Kaiapoi-Woodend Ward Councillor).

J Millward (Acting Chief Executive), J McBride (Roading and Transport Manager), K Simpson (3Waters Manager), G MacLeod (Greenspace Manager), T Stableford (Landscape Architect), S Binder (Senior Transport Engineer), and A Connor (Governance Support Officer).

Three members of the public were in attendance.

**APOLOGIES**

There were no apologies.

**1. COMMUNITY BOARD PLAN**

Presenter(s) A Connor (Governance Support Officer)  
Trim Ref: 210209020493

Key points:

- Board would like an update on the Aqua sports park, the Marine Precinct, and Murphy Park.
- Mahinga Kai could be removed from the plan however have 6 monthly updates.
- Change Flood mitigation to Kaiapoi-Tuahiwi Drainage Issues.
- Kaiapoi River Rehabilitation was ongoing. Would like an update on Environment Canterbury's work and if there was any funding they could provide for the Council to do their works instead.
- Tuahiwi Reserve, Rūnanga had not communicated and the money was revoked.
- Belfast to Kaiapoi Cycleway was complete. Would like a higher level of service for the verges along the path.
- Add motorway bridges to the plan. Waka Kotahi led but had to keep the pressure on.
- Rural Communication and Engagement would like to hold meetings in Clarkville and Tuahiwi.

The workshop broke at 4pm for the Kaiapoi-Tuahiwi Board meeting and resumed at 4.49pm

## 2. CAPITAL WORKS PROGRAMME

Presenter(s) K Simpson, J McBride (Roading and Transport Manager) and G MacLeod (Greenspace Manager)

Trim Ref: N/A

Key points:

- Would like to have a workshop regarding the Askeaton Boat ramp.
- Received funding for the Woodend to Kaiapoi Cycle connection.

Questions:

- How frequently were drains cleaned?  
Some were once a year, some were twice a year and others were reactively.
- When was the district wide exercise program happening?  
There was no definitive program however it would be addressed in the first half of 2023.
- What was going to happen with 3Waters?  
Would find out more in 2023, the second and third bills would come out before Christmas.

## 3. GENERAL LANDSCAPING BUDGET UPDATE

Presenter(s) T Stableford (Landscape Architect)

Trim Ref: N/A

Key points:

- The budget was Board led. Were small projects that enhanced community recreation.
- Town entrances focus on Smith Street rather than by Hellers.
- Would focus on Patchina's walkway and get that to a level where the Board can be proud of it.

## 4. SPEED MANAGEMENT

Presenter(s) J McBride (Roading and Transport Manager) and S Binder (Senior Transport Engineer)

Trim Ref: N/A

Key points:

- This was just the first stage of the process and there had been no assessment of speed limits yet.
- Need to include the community in the discussion regarding speed limits to allow them to understand why changes are being made.
- Enforcement of speed cameras has moved from New Zealand Police to Waka Kotahi.

## 5. MEMBER'S FORUM

There was no discussion.

There being no further business the workshop concluded at 6.31pm.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** RDG-26/ GOV-26-08-06/  
**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD  
**DATE OF MEETING:** 20 February 2023  
**AUTHOR(S):** Scott Morrow Rates Officer – Property Specialist  
**SUBJECT:** Road Naming – Beach Grove Estates

**ENDORSED BY:**  
 (for Reports to Council,  
 Committees or Boards)

\_\_\_\_\_  
 General Manager

  
 \_\_\_\_\_  
 Acting Chief Executive

**1. SUMMARY**

- 1.1. This report seeks a decision by the Kaiapoi-Tuahiwi Community Board to approve new road names as part of the Beach Grove subdivision in Kaiapoi.
- 1.2. The land being developed is Lot 1000 DP 568141 which is currently known as 280 Beach Road, Kaiapoi.

**Attachments:**

- i. Plan of the subdivision showing the new roads to be named. (Trim 230209017404)
- ii. Waimakariri District Council Policy for Road Naming. (Trim 120712043907)
- iii. Pre-approved Road Naming List for Kaiapoi. (Trim 221026186036)

**2. RECOMMENDATION**

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 230209017412
- (b) **Approves** the following proposed road names for Roads 1 – 16 for future stages of Beach Grove as shown on the attached plan.
  1. Tuuta Street
  2. Merrin Street
  3. Cordla Street
  4. Rice Street
  5. McGarry Drive
  6. Dempsey Street (on original plan)
  7. Pender Street (on original plan)
  8. Waiotahi Road (Continuation)
  9. Lintott Street

10. Croucher Street
11. Naish Street
12. Bristow Lane
13. Isa Lei Road (Continuation)
14. Rice Street (Continuation)
15. Ranginui Drive (Continuation)
16. Pohio Lane

- (c) **Notes:** That the Community Board may replace any proposed names with a name of its choice.

### 3. **BACKGROUND**

- 3.1 Beach Grove Developments Limited is undertaking further development of the subdivision which means that new road names are required.
- 3.2 Due to changes from the original development plan, the developer has agreed to confirm the road names at once rather than in separate stages.

### 4. **ISSUES AND OPTIONS**

- 4.1. The developer has provided 16 new road names to be considered as part of the development. All of the names have been taken from the Kaiapoi-Tuahiwi Pre-approved List of Road Names, with some of the names being continuation of the existing road names.
- 4.2. Two of the names chosen, Pender and Dempsey were approved on the original plan when the subdivision was developed in 2013, however the change to the layout has meant these roads are now situated in different locations.
- 4.3. The name Pohio has been indicated from the list that it is to be used as a reserve name, however it has been noted that some reserve names come from the adjacent street that it is part of.
- 4.4. Whilst the developer has provided their preferred choices for road names from the list, the Kaiapoi-Tuahiwi Community Board has the option to approve the names as proposed or choose alternative names from the list of pre-approved of Kaiapoi road names.
- 4.5. The names chosen from the list of pre-approved road names are taken in good faith and deemed to correct in terms of spelling.
- 4.6. From the names proposed by the developer none of them are the same or similar to existing roads in the District.

#### **Implications for Community Wellbeing**

There are not implications on community wellbeing by the issues and options that are the subject matter of this report.

- 4.7. The Management Team has reviewed this report and support the recommendations.

## 5. **COMMUNITY VIEWS**

### 5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report. The road names are already approved or from the pre-approved road name list. It has been noted that the Road Naming policy is due to be reviewed in 2023.

### 5.2. **Groups and Organisations**

There are not groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

### 5.3. **Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report. However the names chosen are from the pre-approved road naming list and are of historical significance to the area.

## 6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

### 6.1. **Financial Implications**

The developer will meet the costs of the new road name blades.

### 6.2. **Sustainability and Climate Change Impacts**

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

### 6.3 **Risk Management**

There are not risks arising from the adoption/implementation of the recommendations in this report.

### 6.3 **Health and Safety**

There are not health and safety risks arising from the adoption/implementation of the recommendations in this report.

## 7. **CONTEXT**

### 7.1. **Consistency with Policy**

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

### 7.2. **Authorising Legislation**

Local Government Act 1974 sec 319 (1) (j)

The Council shall have power in respect of roads to: name and to alter the name of any road and to place on any building or erection on or abutting on any road a plate bearing the name of the road.

### 7.3. **Consistency with Community Outcomes**

The Council's community outcomes are not relevant to the actions arising from recommendations in this report.

### 7.4. **Authorising Delegations**

The Kaiapoi-Tuahiwi Community Board has the delegated power on behalf of the council to approve the naming of new roads.

NOTE: THE AREAS AND DIMENSIONS SHOWN ARE INDICATIVE ONLY. ALL CONSULTANTS AND CONTRACTORS MUST VERIFY ALL ANGLES, DIMENSIONS, LAYOUTS, SITE MEASUREMENTS AND CONDITIONS BEFORE COUNCIL LODGEMENT, MARKETING, FABRICATION OR CONSTRUCTION.  
 COPYRIGHT OF THESE DRAWINGS IS THE PROPERTY OF SADDLEBACK PLANNING LTD.

| REV | ISSUE               | DATE       |
|-----|---------------------|------------|
| 01  | DISCUSSION DOCUMENT | 08/11/2022 |
| 02  | DISCUSSION DOCUMENT | 11/11/2022 |
| 03  | DISCUSSION DOCUMENT | 16/11/2022 |
| 04  | DISCUSSION DOCUMENT | 21/11/2022 |
| 05  | DISCUSSION DOCUMENT | 22/11/2022 |

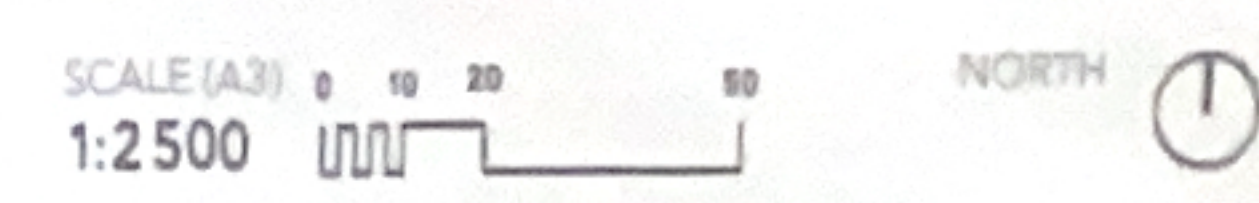
**LEGEND**

|                    |             |
|--------------------|-------------|
| [White Box]        | 16m Width   |
| [Light Yellow Box] | 14m Width   |
| [Yellow Box]       | 12m Width   |
| [Orange Box]       | 11m Width   |
| [Light Orange Box] | 10m Width   |
| [Brown Box]        | Balance Lot |

\*Lot depths are typically 23m



TITLE  
**PROPOSED LOT PLAN**



PROJECT  
 BEACH GROVE STAGES 7 & 8 LOTS RECONFIGURATION  
 CLIENT  
 BEACH ROAD ESTATES LTD

JOB NO  
 2206-2-05 STATUS  
 DISCUSSION DOCUMENT

DRAWING NO  
 200 REVISION  
 05 DATE  
 22/11/22



## POLICY

---

### *Roads and Streets*

---

## NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY

### 1 Introduction

The Waimakariri District Council is responsible for naming (and renaming) roads within its boundaries. Roads are named to reflect the identity of the local area and to ensure ease of identification for the Council, the public and key public and private services such as emergency, postal and courier services.

### 2 Policy Context

This policy applies where proposed roads and other vehicular accesses are being created either through subdivision development or the formation of existing unformed legal roads and to the naming of existing unnamed roads/vehicular accesses both public and private. This policy should form part of any subdivision design and approval process reference material.

### 3 Policy Objective

This policy specifies Council's requirements for the naming of roads and vehicle accesses throughout the District to provide a consistent and comprehensive approach to naming of roads in the District.

The Waimakariri District Council is responsible for the naming of roads by the *Local Government Act 1974* section 319(j).

### 4 Policy Statement

- 4.1 The Council's four Community Boards have the delegated authority for the naming of new streets and roads and altering existing street names within their respective wards.
- 4.2 Re-naming of streets and roads will only be undertaken if the Council considers the change will result in a clear benefit to the community.
- 4.3 Where a street is named for the first time or a street name is altered then the District Land Registrar, the Chief Surveyor, NZ Fire Service, Telecom, MainPower, valuation service provider, NZ Police, Civil Defence, and the Canterbury Regional Council shall be informed of the new name or change.
- 4.4 Where an existing street is extended, the street extension will be the same name as that of the existing street.
- 4.5 All new private roads in the Waimakariri District shall be named in consultation with the applicant, and at the applicant's expense, and relevant road signs shall be suitably annotated "*Private Road*".  
  
All private roads that are to be named, are to have a minimum of four lots with access from the private road.
- 4.6 A new street or road shall not be named the same or similar to a street or road already in existence in the District.
- 4.7 Council's 'List of Approved but Unallocated Road Names'

The list of unallocated potential road names for the Waimakariri District is maintained by Customer Services. Names approved for addition to the List of Approved but Unallocated

## **POLICY**

---

### ***Roads and Streets***

---

#### **NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY**

Road Names will remain there until they are either allocated to a road or removed as the result of a review of the list.

From time to time a road name may no longer need to be used as two or more roads may be jointed into one road or a road may be permanently closed. In both of these cases, the road name(s) may be put back on the list for potential reallocation, usually for a new or renamed road in the same general area.

The list of Approved but Unallocated Road Names will be reviewed by the Community Boards every six years.

#### **4.8 Naming of streets in new subdivisions:**

The rights of the subdivision developer to promote preferred road names for the subdivision will be taken into consideration, but the decision regarding road names will be made by the Community Boards by applying the clauses of this policy.

#### **4.9 Approval Criteria and Weighting**

The following factors shall be taken into account when selecting street, road or private road names in the Waimakariri District:

- (a) The proposed name has local historical, cultural, environmental or geographical significance - e.g. Torlesse, Boys, Ashley, Cam.
- (b) Maori names of local significance chosen in conjunction with local iwi representatives to ensure appropriateness of meaning and correct spelling.
- (c) Significant and well known or previously well known names of farms, properties or run holdings – e.g. Coldstream, Carleton.
- (d) Names of local residents who have achieved prominence in their chosen fields such as arts, sport, commerce, science, politics, local government, military, etc (e.g. Kippenberger, Kirk), or who have been long term residents.

## POLICY

### Roads and Streets

#### NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY

##### 4.10 Road Type

The road type should be one that most accurately reflects the type of roadway that is being named. The list below should be used where appropriate, however, this list is not exclusive – refer to AS/NZS 4819:2011.

| *Road Type | Abbreviation | Description   | Open ended | Cul-de-sac | Pedestrian only |
|------------|--------------|---|------------|------------|-----------------|
| Alley      | Aly          | Usually narrow roadway in a city or town.   | √          | √          |                 |
| Arcade     | Arc          | Covered walkway with shops along the sides.   |            |            | √               |
| Avenue     | Ave          | Broad roadway, usually planted on each side with trees.   | √          |            |                 |
| Boulevard  | Blvd         | Wide roadway, well paved, usually ornamented with trees and grass plots.  | √          |            |                 |
| Circle     | Cir          | Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.                           |            | √          |                 |
| Close      | Cl           | Short enclosed roadway.   |            | √          |                 |
| Court      | Crt          | Short enclosed roadway, usually surrounded by buildings.  |            | √          |                 |
| Crescent   | Cres         | Crescent shaped roadway, especially where both ends join the same thoroughfare.                                   | √          |            |                 |
| Drive      | Dr           | Wide main roadway without many cross-streets  | √          |            |                 |
| Esplanade  | Esp          | Level roadway along the seaside, lake, or a river.  | √          |            |                 |
| Glade      | Gld          | Roadway usually in a valley of trees.   | √          | √          |                 |
| Green      | Grn          | Roadway often leading to a grassed public recreation area   |            | √          |                 |
| Grove      | Grv          | Roadway that features a group of trees standing together.   |            | √          |                 |
| Highway    | Hwy          | Main thoroughfare between major destinations.   | √          |            |                 |
| Lane       | Lane         | Narrow roadway between walls, buildings or a narrow country roadway.  | √          | √          | √               |
| Loop       | Loop         | Roadway that diverges from and rejoins the main thoroughfare.   | √          |            |                 |
| Mall       | Mall         | Wide walkway, usually with shops along the sides.   |            |            | √               |
| Mews       | Mews         | Roadway in a group of houses.   |            | √          |                 |
| Parade     | Pde          | Public roadway or promenade that has good pedestrian facilities along the side.                                   | √          |            |                 |
| Place      | Pl           | Short, sometimes narrow, enclosed roadway.  |            | √          |                 |
| Promenade  | Prom         | Wide, flat walkway, usually along the water's edge.   |            |            | √               |
| Quay       | Qy           | Roadway alongside or projecting into water.   | √          | √          |                 |
| Rise       | Rise         | Roadway going to a higher place or position.  | √          | √          |                 |
| Road       | Rd           | Open roadway primarily for vehicles.  | √          |            |                 |
| Square     | Sq           | Roadway which generally forms a square shape, or an area of roadway bounded by four sides.                        | √          | √          |                 |
| Steps      | Stps         | Walkway consisting mainly of steps.   |            |            | √               |
| Street     | St           | Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides. | √          |            |                 |
| Terrace    | Tce          | Roadway on a hilly area that is mainly flat.  | √          | √          |                 |

**POLICY**

**Roads and Streets**

**NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY**

| Road Type Cont... | Abbreviation | Description                   | Open ended | Cul-de-sac | Pedestrian only |
|-------------------|--------------|-------------------------------|------------|------------|-----------------|
| Track             | Trk          | Walkway in natural setting.   |            |            | √               |
| Walk              | Walk         | Thoroughfare for pedestrians. |            |            | √               |
| Way               | Way          | Short enclosed roadway.       |            | √          | √               |
| Wharf             | Whrf         | A roadway on a wharf or pier. | √          | √          | √               |

*\*AS/NZS 4819:2011 Appendix B, Road Types – New Zealand*

**5 Links to other policies and community outcomes**

This policy should be read in conjunction with:

- 5.1 *Local Government Act 1974 s319(j).*
- 5.2 AS/NZS 4819:2011 Geographic information – Rural and urban addressing.
- 5.3 Community Outcome:

*There are wide ranging opportunities for people to contribute to the decision-making by public organisations that affects our District.*

- *Public organisations make information about their plans and activities readily available*
- *Public organisations make every effort to accommodate the views of people who contribute to consultations*

- 5.4 Waimakariri District Council, District Plan, Chapter 38, Road Names.

**6 Adopted by and date**

This Policy was approved by the Council's Resource Management and Regulation Committee and subsequently adopted by the Council on 2 April 2013.

**7 Review**

Review every six years or sooner on request.

## PRE-APPROVED NEW ROAD NAME LISTS FOR COMMUNITY BOARDS

## KEY

## Kaiapoi-Tuahwi Community Board (KTCB)

| Board | Historic Names                     | Reference   |
|-------|------------------------------------|---|
| KTCB  | <b>Adams (Kath)</b>                | Past Councillor, board members and active resident in Kaiapoi   |
| KTCB  | <b>Balch</b>                       |   |
| KTCB  | <b>Bastings</b>                    | Local early business owner  |
| KTCB  | <b>Begg</b>                        |   |
| KTCB  | <b>Bevan Wright</b>                | Kaiapoi brass band stalwart   |
| KTCB  | <b>Blackie</b>                     |   |
| KTCB  | <b>Booker</b>                      | Shop owner during the 50's and 60's   |
| KTCB  | <b>Braun (Karel)</b>               | still resident.   |
| KTCB  | <b>Brian</b>                       |   |
| KTCB  | <b>Bristow</b>                     |   |
| KTCB  | <b>Brown (Kitt)</b>                | Local identity  |
| KTCB  | <b>Brownlee (Arthur)</b>           | Family owned the Kaiaknui Hotel   |
| KTCB  | <b>Brundell (Alfred)</b>           | Local farming family  |
| KTCB  | <b>Bunker</b>                      | Shop owner during the 50's and 60's   |
| KTCB  | <b>Checketts</b>                   |   |
| KTCB  | <b>Ching</b>                       | Early settler family in Kaiapoi   |
| KTCB  | <b>Cordla</b>                      |   |
| KTCB  | <b>Courtier</b>                    |   |
| KTCB  | <b>Croucher</b>                    | Local family  |
| KTCB  | <b>Dudding</b>                     | Purchased George Jackson's punt   |
| KTCB  | <b>Dudley (Dr Charles)</b>         | Town clerk and on the Kaiapoi Roads Board   |
| KTCB  | <b>Eagleston</b>                   | Early settler family in Kaiapoi   |
| KTCB  | <b>Eckersley</b>                   | First accountant in Kaiapoi and built a flax mill   |
| KTCB  | <b>Endacott</b>                    | Name returned to the list (19 September) as no longer required by Lime Developments Ltd   |
| KTCB  | <b>Engelbrecht</b>                 | Farmers to the north west of Coutts Island  |
| KTCB  | <b>Fox</b>                         | Name returned to the list (19 September) as no longer required by Lime Developments Ltd   |
| KTCB  | <b>Grimshaw</b>                    | Local business family   |
| KTCB  | <b>Hatchwell</b>                   | Shop owner during the 50's and 60's   |
| KTCB  | <b>Hayman (JA)</b>                 | Councillor in 1906  |
| KTCB  | <b>Hopkins</b>                     | Brothers who were local wool and hide buyers and returned service men   |
| KTCB  | <b>Hudson (Rev Lewis)</b>          | Methodist minister  |
| KTCB  | <b>Jacob McGarry</b>               | Soldier honored for his participation in the Crimean War  |
| KTCB  | <b>Joseph</b>                      |   |
| KTCB  | <b>Karaitiana</b>                  | To be considered as a future Reserve name   |
| KTCB  | <b>Kath Adams</b>                  | Past Councillor, board members and active resident in Kaiapoi   |
| KTCB  | <b>Kennett</b>                     | Local family live on Giles Road in the 50s and 60s.   |
| KTCB  | <b>Knighton</b>                    |   |
| KTCB  | <b>Levey</b>                       |   |
| KTCB  | <b>Lintott (Bill and Beverley)</b> | Local bandmaser. Beverley was a local volunteer and worked at Corcoran French for over 30 years   |
| KTCB  | <b>Lipscombe</b>                   | Shop owner during the 50's and 60's   |
| KTCB  | <b>McFellen</b>                    |   |
| KTCB  | <b>McGarry</b>                     | Crimea War veteran and last full military funeral in Kaiapoi in 1912  |
| KTCB  | <b>McGregor</b>                    |   |
| KTCB  | <b>Mealings</b>                    | Long time local residents (5 generations) with members of the family working at the wollen mill and heavily involved in local sports  |
| KTCB  | <b>Merrin</b>                      | Named after Conway Merrin who lived many years on Island Road   |
| KTCB  | <b>Midgley</b>                     | Shop owner and school teacher   |
| KTCB  | <b>Midland</b>                     | Midland bus company operated in the Kaiapoi area from WWII to the early 1980  |
| KTCB  | <b>Naish</b>                       | Long standing family in Kaiapoi and worked in the railways  |
| KTCB  | <b>Ohapuku</b>                     | Original name of area between end Mill Road and Ohoka   |
| KTCB  | <b>Pinkham</b>                     | Local family  |
| KTCB  | <b>Pohio</b>                       | To be considered as a future Reserve name   |
| KTCB  | <b>Pollard (J)</b>                 | Councillor in 1928  |
| KTCB  | <b>Rice</b>                        |   |
| KTCB  | <b>Richards</b>                    | The family have been in Kaiapoi for several generations and Mts Moody's parents donated a South Island Rifle Championship medal plus six photographs relating to members of the family dating back to 1912  |
| KTCB  | <b>Riseley</b>                     | Name returned to the list (19 September) as no longer required by Lime Developments Ltd   |
| KTCB  | <b>Thew</b>                        | CR Thew was on the Council in 1950  |
| KTCB  | <b>Tuuta (Brendon and Russell)</b> | Represented NZ in rugby league and Russell represented NZ Maori in rugby league   |
| KTCB  | <b>Vermeulen (Hans)</b>            | Keep New Zealand Beautiful  |
| KTCB  | <b>Waverley</b>                    | Name of farm on corner of Mill and Island Roads and home of Charles Morgan Williams MP and farmer   |
| KTCB  | <b>Woodford (Richard)</b>          | Former Councillor and flour mill owner  |
| KTCB  | <b>Woolcott</b>                    | Kaiapoi family of renown  |
| KTCB  | <b>Wright (Bevan)</b>              | Kaiapoi brass band stalwart   |
| KTCB  | <b>Redmond</b>                     | Kaiapoi Borough Councillor in 1980-85 and KTCB member between 2019-19. Solicitor and partner in Corcoran French from 1981-2017. Life member of KPA Patron and life member of Coastguard North Canterbury and foundation chair of Kaiapoi Maritime Heritage Trust from 2005-2020. Awarded the Queens Service Medal for community service in 2019 and a WDC councillor. |
| KTCB  | <b>Wheeler</b>                     | Famely lived and worked in Kaiapoi from the late 60s to the early 90s. Community involvement included membership of the rugby hockey and model aeroplane clubs working mens club and competing in the Kane Shield during the 1980s.   |

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** GOV-26-08-06/230209017481

**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD

**DATE OF MEETING:** 20 February 2023

**AUTHOR(S):** Grant Stephens – Greenspace Design and Planning Team Leader

**SUBJECT:** Approval of Disc Golf for Kaiapoi Domain

**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)

  
\_\_\_\_\_  
General Manager

  
\_\_\_\_\_  
Acting Chief Executive

**1. SUMMARY**

- 1.1. The purpose of this report is to seek approval to install a Disc Golf course in Kaiapoi Domain. Disc golf is a rapidly growing social sport in NZ which is played much like traditional golf. Instead of a ball and clubs, however, players use a flying disc, or Frisbee to hit a cage.
- 1.2. Ben Croll and Ryan Moleta are two individuals from the community who have been working with Greenspace staff to create this proposal which is a community initiative. Greenspace staff see Kaiapoi Domain as the ideal location in terms of space, landform and trees but would like to undergo consultation with the community to ascertain their thoughts and feedback on the proposal.
- 1.3. The supporters of this proposal are seeking external funding from fundraising and sponsorships to cover the capital costs of the installation of the tees, cages and associated signage. They are keen to provide this asset at no cost to the Council by working with local businesses and funders.
- 1.4. Greenspace staff have undertaken community consultation and determined that 90% of respondents are supportive of the proposal. There were some concerns raised which have been discussed below within the report. Some of these have led to minor changes to the overall layout.
- 1.5. If approved, staff will work with the group to support implementation on site and detailed design of signage etc. The recommendations within this report support Council to achieve community outcomes within the following areas of wellbeing; Social Wellbeing, Economic Wellbeing, Environmental Wellbeing and Cultural Wellbeing

**Attachments:**

- i. Consultation at a Glance – Kaiapoi Disc Golf Trim: 230209017485
- ii. Have Your Say Disc Golf Kaiapoi Domain-Survey Response Report Trim: 230209017486

**2. RECOMMENDATION**

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. TRIM 230209017481.
- (b) **Notes** that staff undertook consultation with the community regarding the Kaiapoi Domain Disc Golf proposal and 90% of respondents were in support of the proposal.
- (c) **Notes** following consultation, staff collated feedback and have included changes in the overall layout and discussed.

- (d) **Notes** that the group intend to fund this project using external fundraising.
- (e) **Approves** the provision of a nine-hole disc golf course in Kaiapoi Domain subject to external funding being received of approximately \$15-20,000.
- (f) **Notes** that from time to time the layout of the course may change. This will be done in consultation with the group and Greenspace Team and will stay within the confines of the Kaiapoi Domain. A memo will be brought to the Board informing them of these changes at that stage to keep the Board informed.
- (g) **Notes** the recommendations within this report support Greenspace to achieve community outcomes within the areas of social, economic, environmental, and cultural wellbeing.

### 3. **BACKGROUND**

- 3.1. Over the last 12 months Greenspace staff have been approached by three individuals interested in creating a Disc Golf Course in the Waimakariri District. Disc golf is a rapidly growing sport which is played much like traditional golf. Instead of a ball and clubs, however, players use a flying disc, or Frisbee. A disc is thrown from a tee area to a target which is the "hole" and in the form of a metal basket on a pole. As a player progresses they must make each consecutive shot from the spot where the previous throw has landed until they hit the basket.
- 3.2. There are fifty courses in New Zealand with four in Canterbury alone. Supporting more than 2,000 active players, this number is only expected to grow. Canterbury currently has the most popular disc golf course in Australasia (Jellie Park) and a thriving Disc Golf Club. There is currently no formalised club north of the Waimakariri or disc golf courses to be played on within our reserves.
- 3.3. Greenspace staff put these individuals in contact with one another and two of these have created a proposal for Disc Golf in Kaiapoi Domain. Ryan Moleta and Ben Croll met with Greenspace staff and Deputy Mayor Neville Atkinson on site and discussed the opportunity, benefits and challenges of their proposal and presented a deputation to the September 2022 Board meeting of the Kaiapoi-Tuahwi Community Board. At this meeting the Board approved staff undertaking consultation with the surrounding community and users of the reserve. This consultation was undertaken in December/January and the results have been collated and included within the report below.

### 4. **ISSUES AND OPTIONS**

- 4.1. Disc Golf is a social sport which any person can play, all you need is a disc or Frisbee. Much like golf, the player starts at a Tee and aim to get their disc into the cage. As shown below, the tee is generally a small paved area on which you stand with instructions alongside which tell you information about that run. The goal is to get it into the cage with as few throws as possible. Cages can be permanent or temporary depending on the course and consist of a vertical pole often with chains and a catcher at the bottom.



- 4.2. This sport works best in areas where there are natural features which can be used to make the fairway more challenging and bring difference in difficulty across each hole. Landscapes with established trees and strongly undulating landform are therefore most suited for this activity. This is what drew Ben and Ryan first to Kaiapoi Domain. This domain is covered in large trees and has large mounds and hollows.

- 4.3. The report brought to the Board in September (Trim: 220908155973) outlined a number of positives of disc golf in the domain as well as potential challenges. This recommended that consultation be undertaken to determine how the community felt about the proposal and if there were any further challenges. Following approval from the Board, Greenspace and Communications staff undertook consultation starting in mid - December and running through to the 8<sup>th</sup> of January 2023. This was undertaken by a Let's Talk flyer dropped in letterboxes of properties within 500m of the reserve along with posts on social media and our Council website. Flyers were also left in the main service centres of Kaiapoi and Rangiora for people to collect and fill in. As shown on Attachment i Consultation at a Glance – Kaiapoi Disc Golf, 34,291 people were reached through social media with 2,111 engaged and 115 comments. Overall we received 148 submissions with 90% in support of disc golf in Kaiapoi Domain.
- 4.4. As part of the submission process, submitters were asked to identify if they were disc golf players. Of the 148 submissions, 82 were not affiliated or current players of the sport and 66 were. Even when removing the responses from current players, 82% of non - affiliated responses were in support of this proposal. A summary report of the feedback report is included as attachment ii in this report. Based on this feedback we have ascertained that there is strong support for Disc Golf in Kaiapoi Domain, not only from the local residents but also from current players within the region.
- 4.5. Some of examples of the positive feedback received included;
- “Lived in Kaiapoi most of my life and the domain is an awesome spot that is massively underutilised and disc golf would be a perfect way to encourage more people there and make use of the area”
  - “Disc golf is a great way for the local community to get involved with an outdoor activity that is inexpensive, accessible and great for both physical and mental health.”
  - “Would love to see this fantastic sport added into the Kaiapoi subdivision. It's a fantastic sport to play in groups or solo and would be a huge asset to our community. Thanks very much for the hard work going into this great idea! Cheers.”
  - “My son (in his 20's) started playing in Chch 6 months ago and now goes out to play every day with his friends. He has always been one to stay at home so this is an amazing transformation doing something he loves. If it gets kids out and in the open then I support it 100%”
  - “I live across the road from Domain and think it would be great.”
- 4.6. Of the submissions that were not in support there were a variety of reasons given – some of which were also raised as potential concerns by those with submissions in support. Greenspace staff have collated these and provided the below responses;
- 4.7. Eight submitters were concerned for the safety of walkers and kids in the domain.

Staff Response: While there is an increased risk of being hit by a disc if this course was to be installed, in reality this is more of a perceived risk than an actual issue. Anecdotal evidence from other parks which include this sport would suggest that this is rare and that most players are very conscious of others who might be using the space. Care has been taken in the set-out proposed to further reduce this risk and staff do not believe that this would be an issue. While showing Neville Atkinson and Greenspace staff their proposed course, Ben and Ryan showed how the landform had been taken not only into account to accentuate each run but also to provide site lines and minimize risk of hitting others. One strategy for this when crossing existing pathways is to have the tees beside the pathway. This means that players can easily see and wait for anyone using the path before they shoot.



- 4.8. Five submitters noted concerns regarding the loss of peaceful sanctuary/woodland ambiance with two highlighting that this is a heritage site and not what it was intended for.

Staff Response: By bringing a specific use into the area, disc golf would activate this space and lead to more users within the domain. While this will impact the ambiance and quiet sanctuary of the domain, it also has positive impacts such as increasing passive surveillance within the domain which following CPTED principles, increases the safety of users within the space. This has already been noted as a positive impact of Disc Golf at Jellie Park, Christchurch with also a reduction in littering, loitering and vandalism. Greenspace staff see disc golf as a complimentary sport to areas such as this as it is in general a low noise, unobtrusive sport which people can undertake within the same space as other users such as dog walkers etc.

- 4.9. Five respondents were concerned that trees would be damaged or removed for the course or as a result.

Staff Response: There is no intent to remove any trees for or due to disc golf at Kaiapoi Domain. Greenspace staff have walked the course with Ben and Ryan and a tree expert within the Greenspace Operations Team and have altered the course where necessary to protect any vulnerable trees. Rather than identify and protect only heritage trees, it was viewed that best practice would be to design in a way that protected any trees likely to be damaged or affected if hit during the game whether they be heritage or otherwise. The majority of established trees won't be affected by the odd bump or hit but those that could be have been avoided. There are about five trees which by nature of the course are directly in the line of fire of the discs and would need some level of protection as they would be at risk of repetitive hits. Disc golf courses often utilise tree protection for this situation as shown. The group intend to protect these trees and Greenspace Operations Team will continue to monitor these and other trees to identify any that may be unexpectedly affected.



- 4.10. Three respondents felt that other spaces such as the recovery zone would be more suitable.

Staff Response: There are few reserves within our district that are as well suited for disc golf as Kaiapoi Domain. The unique combination of space, undulating landform and trees provides the perfect landform for this activity. While it could be located elsewhere such as flatter reserves or in the recovery zone. This is currently considered the best site in terms of landscape. It also offers synergies with potential relationships such as with the golf course to the north.

- 4.11. Two submissions wanted to retain the existing rustic atmosphere and be non intrusive

Staff Response: Based on this course consisting of paved tee pads and nine cages staff do not believe that there will be much visual impact. If approved, Staff will continue to work with the group to detail design any signage and colours to ensure that things suit the existing vernacular.

- 4.12. Two responses referenced concerns around the disruption to wild birdlife

Staff Response: The Greenspace Biodiversity Team are not aware of Kaiapoi Domain being an important habitat for native birds and do not believe that this is a significant risk associated with this activity. No trees are planned to be removed

and as the trees are all limbed up and maintained, most discs should not be entering the tree canopies. There is a potential for bird monitoring to be undertaken by the team during NZ Garden Bird Survey this year should this be of interest to the Board.

- 4.13. Two respondents were concerned it may be unsafe for kids to walk around fairy houses.

Staff Response: As visible in the final course layout (attachment ii) care has been taken to keep the course away from the main mound where the existing fairy door activity is located so as to not provide undue disturbance to the younger users of this area (located between lines 1, 8 and 9). While this creates a safe sanctuary space from flying discs, it is fair to note that there are fairy doors located elsewhere within the reserve. By staying off this mound there is a space for children/parents away from Disc golf while other children may wish to help find others while walking the course with family and friends.

- 4.14. Two respondents noted they felt it was not big enough and would interfere with other users with another specifically noting dog walkers.

Staff Response: Having walked the course there is sufficient space for the nine hole course (the organisers have no intention to extend this to an 18 hole layout). As noted above, it will impact other users of the domain however, based on experiences of disc golf in other places in NZ, disc golf is not highly intrusive and there are a number of positive impacts such as increased safety and awareness.

- 4.15. A number of submissions referenced design elements within the plan such as; good signage being required (2), Course layout not friendly to all (2), Driving distance could be too short (1) and accessibility (1).

Staff Response: It is intended that there will be adequate signage provided but that this will be done in a tasteful and non-intrusive manner so as to fit within the current aesthetics of the domain. Staff have walked the layout and spoken with the designers about the challenges of each hole and believe that there is a good balance of beginner level and some more challenging holes. Their intent is to have a course that all abilities can have fun and enjoy while also providing a level of challenge for more experienced players. As part of this consultation, one of the respondents provided their own layout plan which went in the opposite direction. On comparing them both it was felt that the current layout had a nice flow, was friendly to all abilities and utilised the spaces in the domain well (including leaving sanctuary space such as the fairy door area). Ben and Ryan have taken feedback on board from a wider group of experienced players when designing the course and have also spoken with the submitter and incorporated one of the suggested lines as line 6 on their plan. It is also important to note that these are light touch interventions which can and will be shifted over time to keep the course challenging. This means that if there is feedback that it is too difficult or too easy, this can be adapted easily in due course.

- 4.16. One submission was concerned that traffic on Dale Street is already too fast and that this will bring more traffic.

Staff Response: While this will likely bring more traffic to the reserve, staff do not believe that this will increase their speed but rather could potentially reduce the speed as people watch out for other drivers. Staff believe that there is sufficient parking along Ranfurly Street for the reserve.

- 4.17. One respondent noted they were concerned around the noise of the chains from the cages

Staff Response: This is not a very loud sport but it is noted that the main noise is when the disk hits the chains of the cage. This is part of the fun of the course as you know when you have scored by the sound of the chain. It is not envisioned that this is a loud or obnoxious noise. Noise is a subjective issue for different people, while many might not notice a sound, others can find it frustrating or annoying. If approved, staff would look to deal with this on an as required basis where if there were specific complaints around noise, we would look to mitigate this concern by relocating cages etc if required.

- 4.18. One respondent was concerned around vandalism and damage.

Staff Response: It is believed that this activity will increase the passive surveillance of the site markedly which in turn acts as a deterrent to vandalism and wilful damage. While the assets will be located within a WDC Reserve, the group intend that they will be owned and maintained by the Waimak Disc Golf group. Staff have spoken with them about creating a Heads of Agreement (HOA) for this which sets out how this would be achieved. Should a service request come to the Council regarding damage, we would utilise our contractor to ensure any damage wasn't a safety concern and then pass it on to the group for replacement/repair.

- 4.19. One submission noted that the domain is for the use of everyone - not a minority sport.

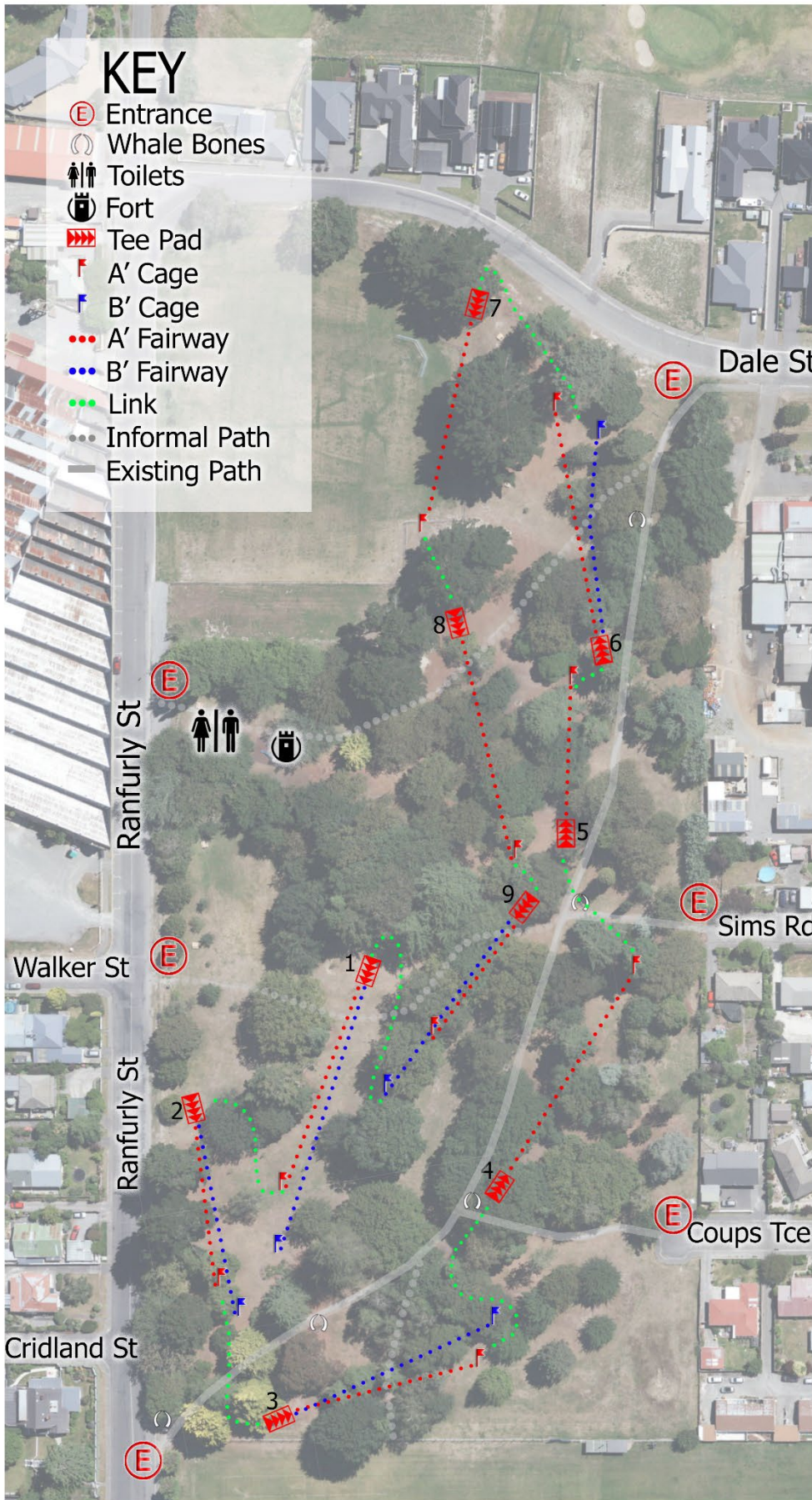
Staff Response: The use of the domain for everyone including those who want to take part in sports which are appropriate within neighbourhood reserves such as disc golf.

- 4.20. Based on the above positive feedback and taking into account the concerns raised, staff undertook to meet with the group at the Domain at talk through the feedback received. This meeting included the Greenspace Design and Planning Team Leader Grant Stephens and Greenspace Community Assets Officer Ed Sard. Through walking the course each hole was considered not only for the safety of users of the domain but also for ongoing maintenance issues and potential damage to trees. Existing paths (both formal and informal) were noted and care was taken to ensure that sightlines for players were clear to baskets and any other users.

- 4.21. Based on this, a few minor changes were made to the plan along with the addition of B' Cage locations on some of the holes to add challenge and difference in the future. These are visible in the final plan below. Should this plan be approved, staff will continue working with the group to finalise appropriate signage and implementation on site. As this is community funded, no work will begin on site until funding is available however initial conversations by the group have been positive and indicated a good level of interest in this funding.

- 4.22. Greenspace staff would then create a HOA between WDC and the Group as to the ongoing maintenance and development of the course including processes for monitoring, sharing information and working together.

- 4.23. While this is the course and the tees would stay in the same place, much like golf, the cages can be installed with optional flexibility for being shifted to adapt the course and increase/change difficulty levels. In the future, they hope that this activity might bring not only local users to the site but also people from outside of Waimakariri such as Christchurch and wider afield. Long term, they hope that they might be able to hold occasional tournaments which would draw people from across New Zealand and potentially internationally to Kaiapoi and also encourage and support other groups to create more courses within our district.



# Kaiapoi Domain Disc Golf

### **Implications for Community Wellbeing**

- 4.24. There are implications on community wellbeing by the issues and options that are the subject matter of this report. The provision of recreation spaces is part of the expected levels of service Council provides. These spaces not only encourage recreation but are social interaction nodes which help build connectivity within communities. Active recreation helps build physical health and wellbeing in participants which has a positive impact on the wellbeing of our community as a whole. As this is an unorganised, easy to learn social sport with very minor associated costs, it is likely that it would see the same rapid rise in popularity in our district which would encourage people who might otherwise not be interested in outdoor recreation to give it a try. It is also difficult to provide activities for teenagers/youth within our neighbourhood reserves. This course would provide an activity for a group who are less catered for in our district within other reserves.
- 4.25. The recommendations within this report support Greenspace to achieve community outcomes within the following areas of wellbeing, Social Wellbeing, Economic Wellbeing, Environmental Wellbeing and Cultural Wellbeing
- 4.26. The Management Team has reviewed this report and support the recommendations.

## **5. COMMUNITY VIEWS**

### **5.1. Mana whenua**

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

### **5.2. Groups and Organisations**

There are no specific groups or organisations we are aware of who are likely to be affected by, or to have an interest in the subject matter of this report apart from the group who have suggested the course. As the consultation was widely spread not just through letterbox drops but through social media (34,291 people reached), we believe any group who may have wished to provide feedback have had an opportunity to do so.

### **5.3. Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. For this reason, Staff undertook consultation with the wider community and potential users of this course. The results of this feedback have been discussed above.

## **6. OTHER IMPLICATIONS AND RISK MANAGEMENT**

### **6.1. Financial Implications**

There are specific financial implications of the decisions sought by this report. This report is seeking approval for disc golf to be installed at Kaiapoi Domain using external community funding.

The proponents of this proposal are intent to fund this from fundraising and sponsorships to cover the capital costs of the installation of the tees, cages and associated signage. They are keen to provide this asset at no cost to Council working with local businesses and funders. The overall costs associated with installing the nine cage course is between \$15,000 - \$20,000.

There will be potential for associated operational expenses going forward such as removing damaged or vandalised equipment. As the group will own and maintain these, staff do not believe this to be significant costs as it will be more about removing/mitigating danger until the group can replace or repair items.

### **6.2. Sustainability and Climate Change Impacts**

The recommendations in this report have minimal sustainability or climate change impacts. All of the materials used could be reused elsewhere should this activity need to be shifted as the tees are generally pavers and the cages are installed in a manner where they can easily be relocated.

### 6.3 Risk Management

There are limited risks arising from the adoption/implementation of the recommendations in this report. As the group are externally funding the course, it does not tie Council to having to spend budget or take action.

### 6.4 Health and Safety

There are health and safety risks arising from the implementation of the recommendations in this report. The implementation of this plan on site will require work to be undertaken within a Council reserve. If approved, staff would require any contractors to be Sitewise approved and to submit an appropriate health and safety plan (Site Specific Safety Plan - SSSP). This would need to be approved by Greenspace prior to construction beginning.

## 7. CONTEXT

### 7.1. Consistency with Policy

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

### 7.2. Authorising Legislation

Kaiapoi Domain is categorised and managed as a neighbourhood park with a local catchment as per the categories identified in the Community Green Space Activity Management Plan. There are nine different categories within in the Activity Management Plan. Within each category, parks can be further organised into sub-categories (local, community, district, regional) based on the catchment they serve. The categories and sub-categories form the basis of the levels of service applied to a green space.

The Reserves Act 1977 required all reserves to have a reserves management plan. The Council has chosen to prepare composite plans for its reserves and have decided to prepare 9 different plans in line with the parks categories identified in the Activity Management Plan. The Neighbourhood Reserve Management Plan was prepared in 2015 and is the guiding document relating to how the Domain can be developed. The provision of Disc Golf at Kaiapoi Domain is consistent with the expectations within Section 9.4 of this plan; 1 Play/leisure equipment will be provided in neighbourhood parks. 2 Play/leisure equipment, in neighbourhood parks will be well utilised, diverse, and safe.

### 7.3. Consistency with Community Outcomes

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

*Public spaces and facilities are plentiful, accessible and high quality*

- 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.
- The accessibility of community and recreation facilities meets the changing needs of our community.

*There is a strong sense of community within our District*

- There are wide-ranging opportunities for people of different ages, abilities and cultures to participate in community life and recreational activities.

*There are wide ranging opportunities for people to contribute to the decision making that affects our District*

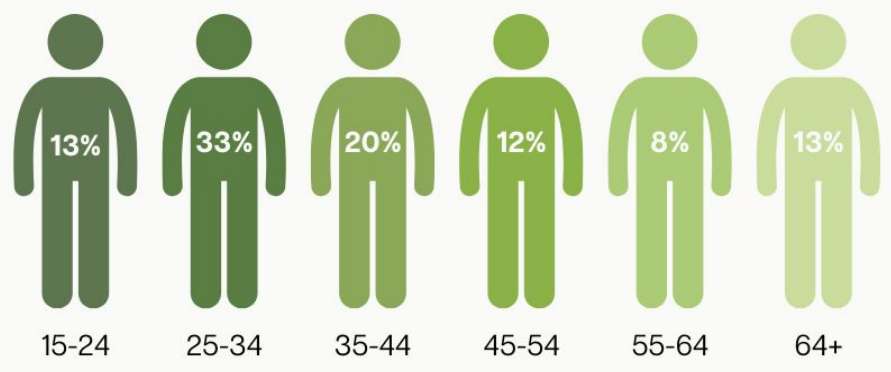
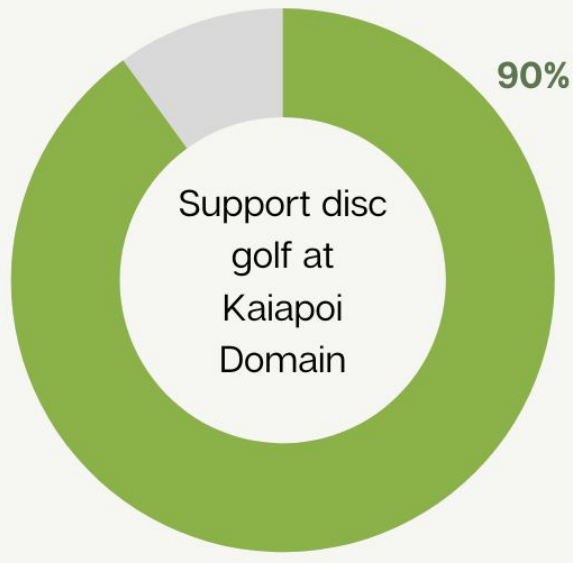
- The Council makes information about its plans and activities readily available
- The Council takes account of the views across the community including mana whenua

### 7.4. Authorising Delegations

The Kaiapoi Tuahiwi Community Board have the delegation to approve the recommendations within this report.



# About Disc Golf in Kaiapoi Domain



**Social Media Snapshot**

- 34,291 People Reached
- 2,111 People Engaged
- 115 People Commented
- 17 People Shared



69% value recreation space at Kaiapoi Domain the most

**148 submissions**

Very cool idea.

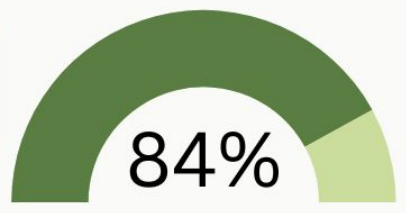
Fantastic idea. Please do this.

Nothing against the sport but that small Domain isn't the right place for it. There is plenty of red zone space around which would be better suited.

As a neighbour of the Domain it would be nice to see this space used more by the public.

I would be happy as long as it was safe for other users.

I think let's trial it for 6 months, and go from there, as a option to improve or to remove.



have no concerns about a disc golf course at Kaiapoi Domain



the main concern was safety of other Domain users

40% Disc Golf players

56% had no affiliation



**campaign spend \$0**

# Have your say

---

## **SURVEY RESPONSE REPORT**

01 December 2022 - 20 January 2023

### **PROJECT NAME:**

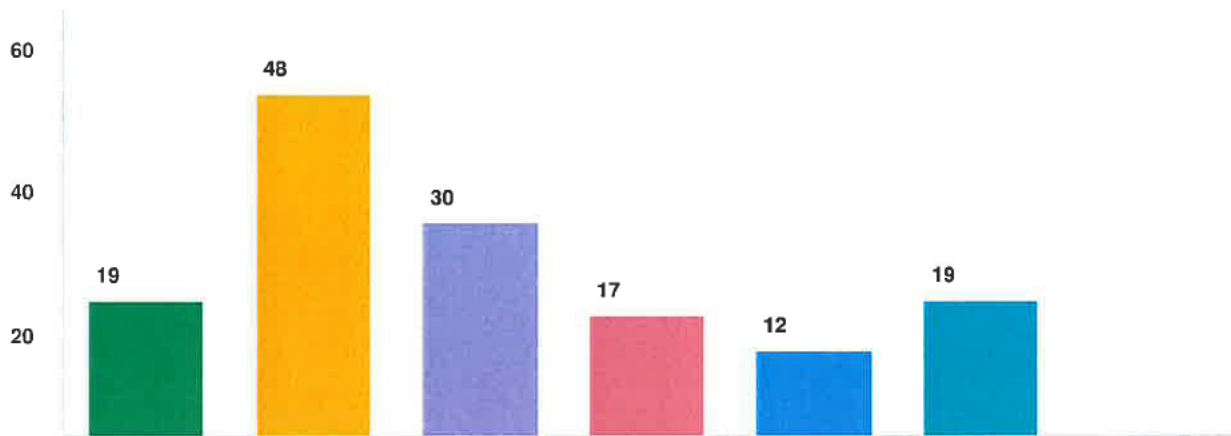
**Disc Golf in Kaiapoi Domain**





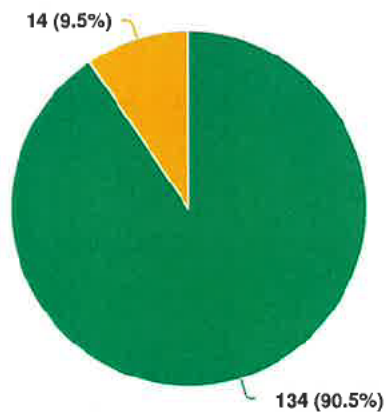
SURVEY QUESTIONS

---

**Q3 How old are you?****Question options**

● 15-24 ● 25-34 ● 35-44 ● 45-54 ● 55-64 ● 65 and over ● 5-14

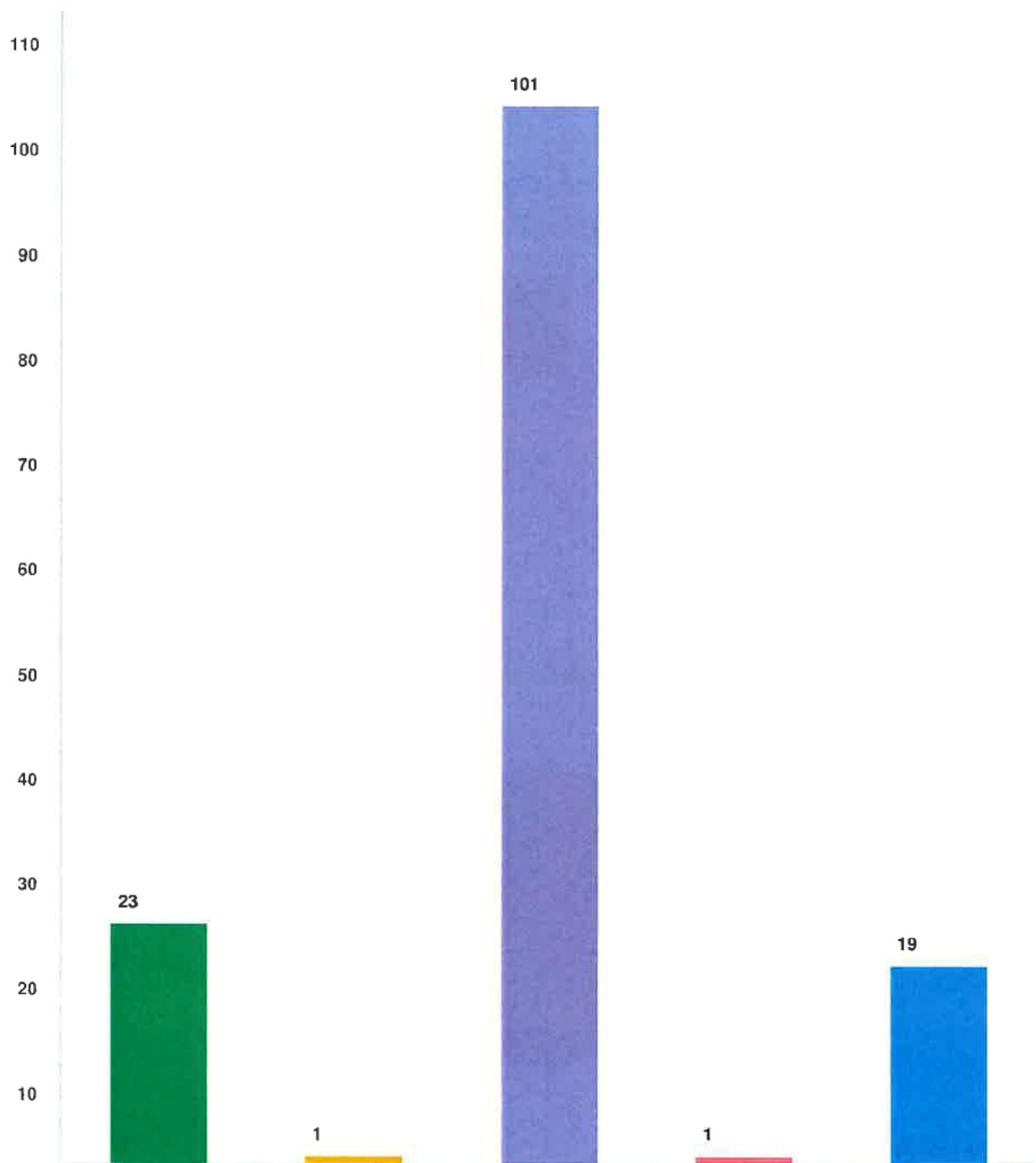
*Optional question (145 response(s), -1 skipped)*  
*Question type: Checkbox Question*

**Q4 Do you support disc golf in Kaiapoi Domain?****Question options**

● Yes ● No

*Optional question (148 response(s), -4 skipped)*  
*Question type: Radio Button Question*

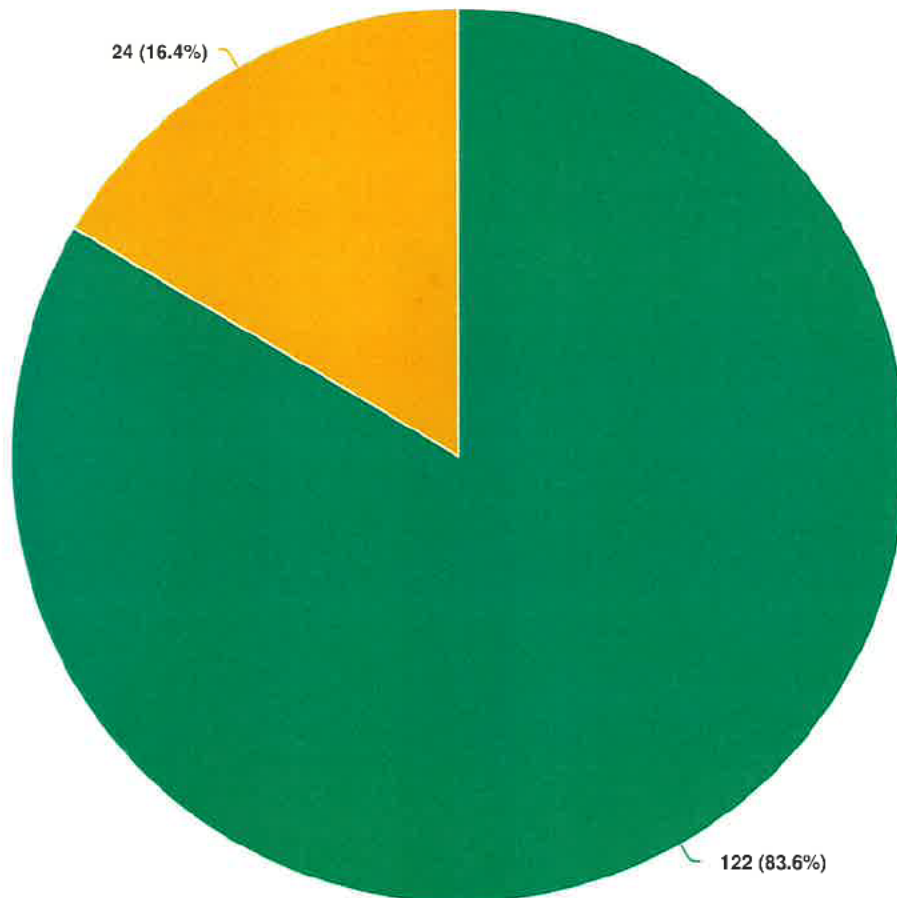
---

**Q5 What do you value most about Kaiapoi Domain?****Question options**

Open space    Playground    Recreation space    Picnic areas    Other (please specify)

Optional question (145 response(s), -1 skipped)

Question type: Checkbox Question

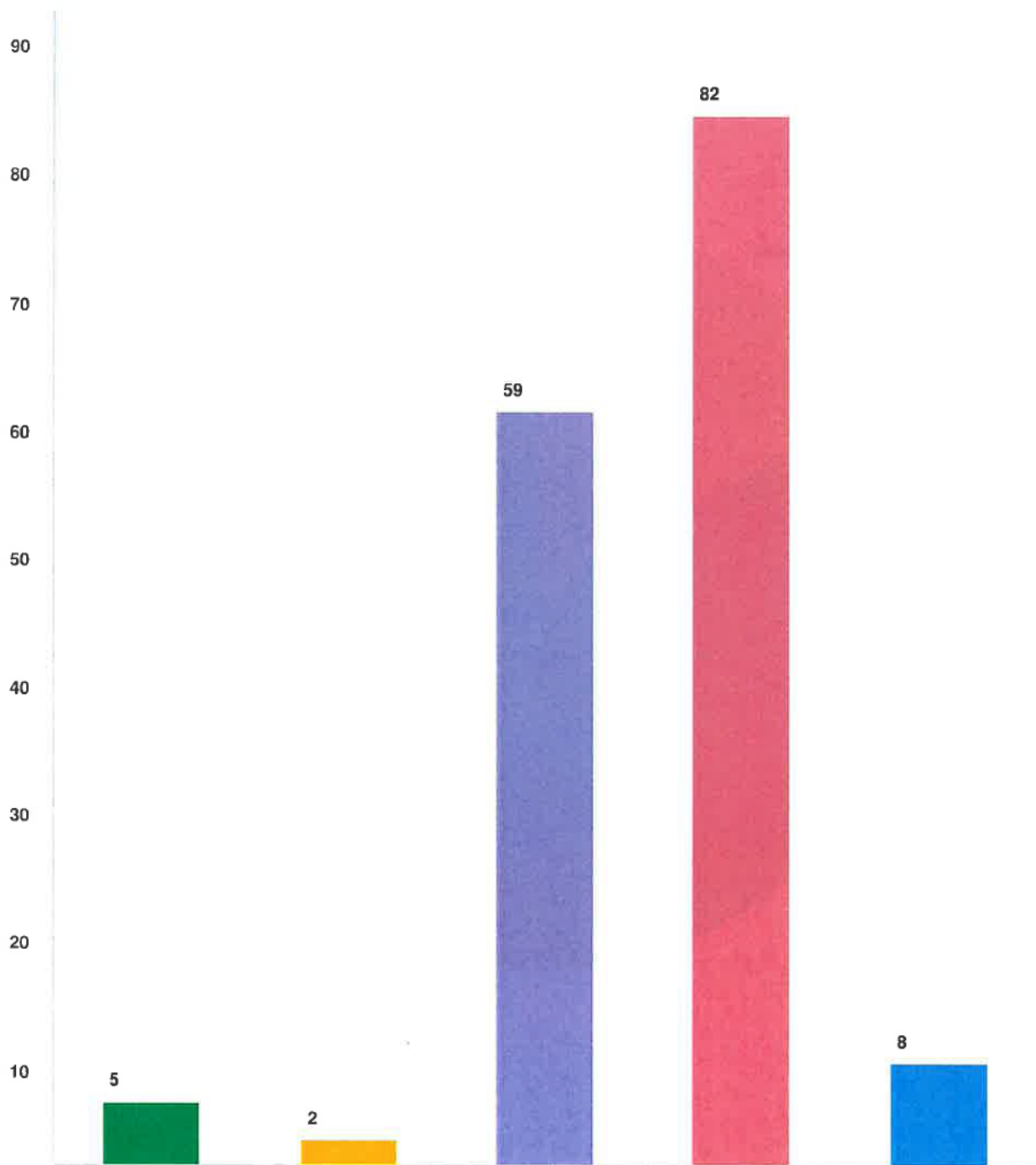
**Q6 Do you have any concerns about a disc golf course at Kaiapoi Domain?****Question options**

- No  Yes (please specify)

Optional question (146 response(s), -2 skipped)

Question type: Radio Button Question

---

**Q7 Are you affiliated with disc golf in any way?****Question options**

Tournament organiser  Coach/ management  Player  Not affiliated  Other (please specify)

Optional question (146 response(s), -2 skipped)

Question type: Checkbox Question

**Q8 Any additional comments?**

|                     |  |
|---------------------|--|
| 12/16/2022 09:10 AM | Would be great for the community, especially local kids.   |
|                     |  |
| 12/16/2022 12:10 PM | Disc golf breathes life into recreational and public places. It gets people active and as a result healthier. It makes spaces safer due to more people being present, dissuading crime. It creates connections and communities. Install the course and watch the magic happen.   |
|                     |  |
|                     |  |
| 12/16/2022 01:54 PM | I found having to register to fill in this survey to be needlessly onerous. Even worse was the superfluous high-security password policy. Even more baffling: Despite being logged in to take the survey, you ask for my name and email address, when you already have that info, and can fill in the form's details automatically. I come from an IT background, and have made many submissions to many locations in support of a proposed disc golf course, and have never once needed to register in order to take a survey or enter a submission on the subject. A cynical person could interpret your system as being created to intentionally gather as few responses as possible, instead of as many as possible. |
|                     |  |
|                     |  |
|                     |  |
| 12/16/2022 01:57 PM | Great area for a course, will attract alot of new playera  |
|                     |  |
|                     |  |
| 12/16/2022 02:05 PM | As a disc golf player living in Waimak, having a permanent basket course north of the bridge would be huge for the game and community involvement.   |
|                     |  |
|                     |  |
| 12/16/2022 02:07 PM | I played the temporary pop up course earlier this year. I've been playing disc golf for nearly 2 years. Based on these experiences I consider the Kaiapoi site is an excellent location for a course in North Canterbury.  |
|                     |  |
|                     |  |
| 12/16/2022 02:11 PM | It would be great for Communities to come together at local parks and enjoy the walk. Don't see this happening enough in North Canterbury with spaces getting taken to new houses instead Community projects   |
|                     |  |
|                     |  |
| 12/16/2022 02:11 PM | As a neighbour of the Domain it would be nice to see this space used more by the public.   |
|                     |  |
|                     |  |
| 12/16/2022 02:11 PM |  |
|                     |  |

Take it to the red zone.

Disc golf will be a great addition to the community

I think this will be fantastic for the community and bring some more life into that area of Kaiapoi. Disc golf is fun, active, accessible, and very affordable so can be great for a range of different people.

It would be really exciting to have a new course!

I have been to the park and I think that the terrain and forest would make a lovely setting for a disc golf course.

This course will be very beneficial. I plan to make trips to play the course often and I know alot of other will too. I'll make sure I buy my lunch locally as well.

I think Kaiapoi Domain would be perfect for a disc golf course. Disc Golf is a rapidly growing sport in NZ but there are very few disc golf courses North of Christchurch. I feel a disc golf course would be great for the community. It's such an inclusive and accessible sport. It will also attract players from around the country to the District.

Thank you

Disc golf is such an affordable activity for all ages. It's inclusive, cheap, accessible and anyone can give it a go. It makes great use of under utilised green spaces especially amongst trees and perimeters of sports fields and recreation areas. I would highly recommend people give it a go. It can be played as a fun activity with friends or family but it can also played competitively.

Disc golf will get so many people visiting the domain. The Disc Golf community here are super respectful, friendly and tidy as evidenced at all the courses in Chch, it will be awesome to have a course in Kaiapoi

12/17/2022 12:05 AM

It would be marvellous to have a disc golf course in Kaiapoi. I feel the addition of the course to the space would bring new life to the park, increase net public utility and perhaps bring new business to Kaiapoi (e.g. out of town folk are likely travel to play course, particularly on tournament days).

12/17/2022 07:03 AM

Great to see new things

12/17/2022 11:11 AM

Would be an awesome addition to recreational activities in Kaiapoi. Very popular sport now and being closer would enable us to play more often.

12/17/2022 02:58 PM

I think lets trial it for 6mths ,and go from there, as a option to improve or to remove. Regards Douglas

12/17/2022 03:24 PM

Would be pleased to discuss our concerns further if required.

12/17/2022 04:41 PM

I think disc golf would make a fantastic addition to the domain, adding utility to the space without taking away anything from what people like about it already, a win win. Gives Kaiapoi more things to do and would draw me to the area.

12/17/2022 05:25 AM

I've only played a few times at courses in Christchurch, but this seems like a great idea for a few reasons: 1. Local course for Waimak residents means they don't have to drive into Chch (as much). 2. Will get people from greater Chch visiting Kaiapoi when they come check out the course. Eg, stop in for lunch, a drink, etc. 3. The disc golf community + culture tends to be very respectful of the spaces and other users. They are also usually engaged in the spaces and volunteer time and effort for upkeep. 4. It's a really cheap + easy sport to pickup and play as a family or a group or friends.

12/17/2022 05:41 PM

Surely if one sport is able to take over a public space, then every other sport can do the same. This is a very old domain in Kaiapoi and to see it turned into a disc golf course is quite frankly the complete opposite of what it is intended for.

Would be great to have a course here. From a player point of view its



12/12/2022 11:55 AM

a great spot. Living in pegasus its a pain to travel to chch to play.  
Would love to see more courses in rangiora or pegasus (gladstone park)

Great idea for casual family recreation

11/12/2022 10:35 AM

11/12/2022 05:49 PM

Disc golf is a great use of the space, and would bring recreational benefit to a range of families. More people using the park keeps it tidy and feel safer for other Park users

11/12/2022 03:29 PM

This would be a fantastic asset - it would bring people from CHCH out to Kaiapoi to play the course and local business would profit. It is also a great free sport for any and all to play.

11/12/2022 09:11 AM

Great park for a course. Will bring plenty of people out to kaiapoi.

11/12/2022 07:51 AM

Awesome plan, I live in waikuku beach and me and a friend have built a 18 hole disc golf course here that is registered on the world udisc app. It is starting to get a lot of use, with people coming out from chch to play it. So having another one in North canterbury would be a great asset as this sport is growing rapidly and perfect for all ages.

11/12/2022 07:04 AM

A very non invasive use of the recreation space with a sport that is growing throughout the world that people of all ages can play at a very low cost.

11/12/2022 06:46 AM

This is a fantastic use for this recreational space which is underused. Disc Golf is a fast growing international sport & it would be awesome to have this on our doorstep! A great sport which can be played by young & old alike! I for one will be giving this a go!!

11/12/2022 06:20 AM

Currently do not have any courses in Waimakariri and disc golf is an excellent sport for encouraging exercise and flexibility.

11/12/2022 04:59 AM

I would be happy as long as it was safe for other users.

This would be a great opportunity to use this space! Great game for

18/03/2023 07:41 PM

everyone and anyone of all ages with. It's a very affordable sport for everyone

10/03/2023 08:38 PM

I have played disc golf in Australia and would love to see a course in Kaiapoi but do not think the domain is in the correct place. Surely one of the red zone areas off class/Sewell st could be utilised for this

11/03/2023 08:47 PM

Great new activity for North Canterbury. Do it!

11/03/2023 09:07 PM

I have played this game in Christchurch and it would be great to have a local course-a fun family activity.

12/03/2023 10:19 PM

Would be great for the community. I have young kids we all live in kaiapoi and disc golf would be a great thing to do.

12/03/2023 11:33 PM

I think this would be a great addition to Kaiapoi, just not at the cost of trees being felled, removed etc. Kaiapoi Domain does not seem like an appropriate space for this. Would the red zone not be better? Many people already use the red zone for disc golf.

12/03/2023 09:32 PM

Years back I was an enthusiastic frisbee thrower and would love to have this facility local. Great activity to get the kids outside.

12/03/2023 09:29 PM

Please please please please we need a disc golf course in north canterbury im sick of driving into town to throw a couple discs

12/03/2023 09:32 PM

We have recently moved back to Woodend from Christchurch city and are missing having disc golf close by. It would be wonderful to have one handy, such a fun sport and easy way to get good exercise in an enjoyable way

12/03/2023 09:32 PM

Disc golf is such a great sport because it is social and cheap for players. It's great for all ages to get out and about

12/03/2023 09:32 PM

Would love a course in our area.

I think before a Course layout is cemented there should be an open day that people of all skill levels are invited to with a couple of different layouts and a vote cast as to what one is best.

We are very excited that there could be a course in Kaiapoi. It's a brilliant idea. Just worried that the course driving distance will be short

It's great that you're looking to bring disc golf to the region! There is a really strong community in Chch. Can I suggest that you consult someone from the community to help with your course design. If this is just planned as a shorter 'beginner friendly' course that's great, but there might be some simple adjustments you could make to make the course more interesting. Disc golfers love to travel and try out new courses, but only if they are worth the time. If it goes well, a second course could be 18 holes and longer/more challenging. Well done!

As long as the pathways are still safe for walkers

Lived in Kaiapoi most of my life and the domain is an awesome spot that is massively underutilised and disc golf would be a perfect way to encourage more people there and make use of the area

Disc golf is a great way for the local community to get involved with an outdoor activity that is inexpensive, accessible and great for both physical and mental health.

Would love to see this fantastic sport added into the Kaiapoi subdivision. It's a fantastic sport to play in groups or solo, and would be a huge asset to our community. Thanks very much for the hard work going into this great idea! Cheers.

I think it would be a great course without too much traffic meaning locals can still enjoy the park

This would be an excellent addition to the north Canterbury area. Every little bit helps grow the sport!

---

My son (in his 20's) started playing in Chch 6 months ago and now

## Have your say : Survey Report for 01 December 2022 to 20 January 2023

12/29/2022 11:22 AM

goes out to play every day with his friends. He has always been one to stay at home so this is an amazing transformation doing something he loves. If it gets kids out and in the open then I support it 100%

12/30/2022 10:41 AM

Great idea. Never been to Kaiapoi Domain, but an activity like this would be a reason to bring the family.

11/29/2022 11:50 AM

Think it's a great opportunity with a sport that continues to grow in NZ. I have just started out and would look forward to disc golf in Kaiapoi

12/27/2022 11:53 AM

This would be a lot of fun, if it's freely available to the general public

12/27/2022 11:05 PM

I would enjoy a low-cost sport that I can play either with friends or solo

12/27/2022 02:40 PM

What a great idea. It's such a fun game to play.

12/29/2022 09:26 PM

Please consider Matawai Park as a 9 hole course. Would see it being utilized more than it does now.

12/29/2022 11:56 PM

I like the idea of having disc golf, a better place would be the end of Cass Street red zone area east of the softball diamonds

12/29/2022 11:06 AM

Would love to have a course here in the heart of kaiapoi

12/29/2022 10:04 AM

I live across the road from Domain and think it would be great.

12/29/2022 11:11 PM

Query whether there are too many trees to make Disc Golf visible. We wouldn't want any trees cut down!!

12/29/2022 11:01 PM

Good to see something new and exciting coming to Kaiapoi

Haven't played Disc Golf but would start if a course was built

17/12/2022 10:16 PM

Note: It's a great idea, just not in the Domain. I'm really concerned about the choice of location when this is a heritage site. There are multiple other opportunities, such as the red zone - which offers existing trees and open spaces, closer to new sports fields which would be much more appropriate. Older people stroll through the Domain, where they cannot elsewhere. Many people use the Domain as a quiet space, to walk dogs and small children, and families explore the Fairy Forest which is not just the small area mapped. Kaiapoi has no other place like the Domain, but there are other options for sports. Is this was publicised more - you would find more people would petition.

17/12/2022 10:23 PM

Never played but would love to

17/12/2022 10:25 PM

It will be great for Kaiapoi

17/12/2022 10:41 AM

It's a fun facility to provide. Should be minimal maintenance required.

17/12/2022 10:52 AM

As mentioned earlier, this is a lovely space to walk our dog especially on hot days because of the shade of the trees.

17/12/2022 11:02 AM

I think it is great to keep building family friendly activities into our green spaces. I am currently in Twizel and disc golf is really popular not just with families but many people.

17/12/2022 11:38 AM

Have played at Jelly Park. So much fun and gets people moving of all ages. Could be good for the youth hanging around too. If this space is not suitable to use how about the sections behind dog park and baseball fields. Thanks

17/12/2022 12:01 PM

Would be a great community addition.

17/12/2022 12:14 PM

'Played' (i.e. had fun running round throwing things in the general direction of the posts) Disc Golf a couple of times when staying at Tekapo with family, at the permanent course there. Adding one to

17/12/2022 12:21 PM

5  
A-2022-05-14-02

It would be great to utilise more of the huge unused land maintained by us all in Kaiapoi.

**Optional question** (95 response(s), 49 skipped)

**Question type:** Essay Question

1/1

---

Kaiapoi would be a great addition for families having fun.

1/07/2023 07:24 PM

We often go to Jellie Park and I see how popular it is there. We have a 3 year old grandson and there have been NO problems with this activity, in fact, players are very considerate

1/07/2023 07:24 PM

Love frisbee golf play in Tekapo all the time

1/07/2023 07:31 PM

I've played this twice before and found it an incredibly social activity and feel it could only improve the space

1/07/2023 07:32 PM

There is a whole redzone not being used, please use that, instead of destroying the environment in an existing natural area that can be peacefully and safely used by familys

1/07/2023 07:47 PM

What a treat way to encourage community activity

1/07/2023 08:28 PM

Would be great chance to bring more people into the community

1/07/2023 08:50 PM

What a fantastic idea!

1/07/2023 09:00 PM

I think it would be a great asset to the community space and it is free to play for all ages, groups and families

1/07/2023 09:12 PM

I think this a great idea and opportunity for the community to get involved in a new sport it's fun and easy for the whole family. My family love going out a round of disc golf. The tree week make for a exciting course. Can't wait.

1/07/2023 09:15 PM

Have recently really enjoyed playing disc golf, it's fun and a good way to get some exercise and to connect with other people

1/07/2023 09:27 PM

Great idea! Good excuse to get out for a walk, needs to be created and designed by people with a good understanding of the game and the holes trajectory

---

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** BAC-03-119-01 / 230209017184

**REPORT TO:** KAIAPIO-TUAHIWI COMMUNITY BOARD

**DATE OF MEETING:** 20 February 2023

**AUTHOR(S):** Vanessa Thompson, Senior Advisor Business & Centres

**SUBJECT:** Kaiapoi Town Centre Market Temporarily Located at 131 Raven Quay

**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)

 General Manager

 Acting Chief Executive

**1. SUMMARY**

- 1.1. This report seeks a decision from the Kaiapoi-Tuahiwi Community Board regarding the temporary use of 131 Raven Quay in Kaiapoi for a new town centre market, running each fortnight from 9am to 1pm on a Saturday morning.
- 1.2. The market is proposed to be similar in style to a school fair/fete and a cross between a farmers, craft and flea (second-hand goods) market. Staff are recommending that the farmers market elements be removed so it does not compete with the existing farmers market (Charles Street) that also runs on a Saturday morning.
- 1.3. The Property Unit have recommended the market be managed through the reserves booking system on a recurring booking rather than through a formal lease, given the temporary use of 131 Raven Quay.
- 1.4. Some alternative locations are potentially available, should 131 Raven Quay be commercial developed, or the market grow in size and need to move. These are: 52 Fuller Street, Murphy Park and Norman Kirk Park.

**Attachments:**

- i. None

**2. RECOMMENDATION**

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. BAC-03-119-01 / 230209017184.
- (b) **Notes** the proposal for the town centre market to be temporarily located at 131 Raven Quay in Kaiapoi.
- (c) **Notes** that alternative locations are potentially available should the market be successful and need to be relocated to another site (at the Community Board and/or Council's discretionary approval) due to progression of commercial development at 131 Raven Quay or the market's growth.
- (d) **Notes** that the market should not compete directly in product with the existing farmers market located on Charles Street running on Saturdays.



- (e) **Approves** the presence of the market located temporarily at 131 Raven Quay under a recurring reserve booking for an initial term of three months, to be rolled over in three month booking blocks thereafter at the discretion of staff should he market continue to operate without incident.

**Or**

- (f) **Declines** the presence of the market located temporarily at 131 Raven Quay.

### 3. **BACKGROUND**

- 3.1. Council staff, through the small business case management system, were approached by a resident in December 2022 exploring the possibility of establishing a market in the Kaiapoi town centre on regeneration land.
- 3.2. The proposed temporary market site in Kaiapoi is 131 Raven Quay (approx. 780sqm). The land is currently zoned Business 1 under the District Plan, and the market is a permissible activity at this location meaning a resource consent is not required.

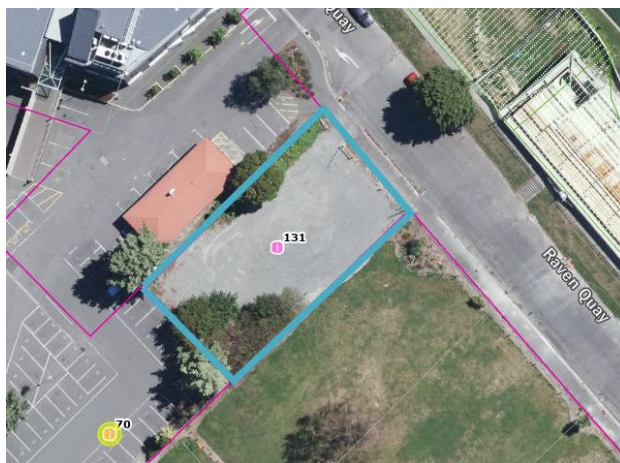


Figure 1 – 131 Raven Quay, Kaiapoi

- 3.3. The resident set up a charitable trust, 'Mahi Arohanui o Tamariki Aotearoa Charitable Trust' registered on 10 May 2022 (CC60435), under which the market will be run. The Trust has been registered with Volunteer Canterbury. The management of the market will be overseen by a small committee, with support from a number of volunteers.
- 3.4. The resident envisages the market will be similar in style to a school fair/community fete, which is a cross between a farmers, craft and flea (second-hand goods) market.
- 3.5. Initially, the market will be run fortnightly on a Saturday between the hours of 9am to 1pm (public hours) and host between 10-30 stalls, which will rotate each fortnight to provide opportunities to a range of stall holders and ongoing variety for customers. Stallholders will be required to pay a small fee (under \$50) to display and sell their wares, with a small portion of each fee payment (up to \$5) being returned to the community via the Trust for funding of school supplies for families in need.

Alongside the stalls, the resident would like to include in the market:

- A small stage (once a month) over summer to support music, kapahaka cultural and other youth groups, plus musicians.
- Various food trucks (alcohol free).
- Kids' fun area, i.e., bouncy castle, other games/activities

- 3.6. The resident has some experience in setting up a community market. She mentions she was responsible for the creation of the northern community market (although she did not run the market) with support from a group of locals which now runs from 9am to 2pm on the 1<sup>st</sup> and 3<sup>rd</sup> Saturday during winter, and every Saturday during summer. See [northerncommunitymarket.co.nz](http://northerncommunitymarket.co.nz)

#### 4. ISSUES AND OPTIONS

- 4.1. The Property Unit have advised that given the temporary location, any land booking should be initially managed via the Council's reserves booking process as a recurring booking rather than under a formal lease arrangement. Therefore, the standard reserve booking fee would apply per booking date, which is around \$27.86 per day.
- 4.2. A Traffic Management Plan is not necessary for the market in its early stages at 131 Raven Quay. However, this should be reassessed if the market grows dramatically in size or continues to exist within any public access areas proposed as part of commercial development at this site, or there are raised traffic safety concerns due to its operations.
- 4.3. The market is likely to create more demand on local parking within the immediate area, particularly at the Ruataniwha Service Centre carpark, potentially putting pressure on parking options for those visiting the library while the market is operating. There is plenty of unrestricted parking on Raven Quay meaning the market should promote use of this street for customer parking to deter people from the library carpark.
- 4.4. Food trucks associated with the market will need to be registered with the relevant food certifications, which will need to be presented to the market administration staff and kept on public display during operating hours. Staff recommend that in the early stages of the market the presence of a large number of food trucks be avoided to encourage more patronage of town centre food and beverage businesses, particularly as 131 Raven Quay is in such close proximity to Williams Street. As the market develops and the possible need for a large quantity of food trucks arises, trucks should avoid direct competition with town centre businesses on Williams Street (between Raven Quay and Hilton Streets) that sell a similar style of food.
- 4.5. There is an existing farmers market operating on the reserve next to Paris for the Weekend Café on Charles Street, which runs from 9.30am to 2.30pm on Saturdays. There is potential for the Raven Quay market to compete directly with any similar food offerings to this market, unless the new market removes its farmers market element, which staff would recommend. Staff have pointed out the synergies across both markets and whether there might be a possibility for merging the two. The resident has signalled a preference for running an independent market at 131 Raven Quay.
- 4.6. If the market proves to be successful, then an alternative location might be needed should 131 Raven Quay undergo future commercial development. Some possible locations include:
1. 52 Fuller Street, Kaiapoi (2,500sqm approx.)



2. Murphy Park at 90D Raven Quay (1.5 hectares approx.) – the site is used for sport on the weekends but could potentially accommodate a market.
3. Norman Kirk Park at 12 Feldwick Drive (10 hectares approx.) – similar to Murphy Park, the site is used for sport on the weekends, but given the large land area and availability of parking at the site, it could potentially accommodate a market.

### **Implications for Community Wellbeing**

There are implications on community wellbeing by the issues and options that are the subject matter of this report. Additional town centre attractions may contribute positively to the community's perceived liveability of the district.

- 4.7. The Management Team has reviewed this report and support the recommendations.

## **5. COMMUNITY VIEWS**

### **5.1. Mana whenua**

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

### **5.2. Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. The administrative team running the existing farmers market in Kaiapoi are likely to be interested in this report given the resident's proposed cross-market preference including farmers market elements. As such, staff are recommending that the farmers market components of the new market be removed so it is not in direct competition with the existing farmers market, particularly as they are likely to be operating on the same day.

### **5.3. Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. Additional town centre attractions may contribute positively to the community's perceived liveability of the district.

## **6. OTHER IMPLICATIONS AND RISK MANAGEMENT**

### **6.1. Financial Implications**

There are not financial implications of the decisions sought by this report. The proposed market has no impact on existing expenditure budgets.

## 6.2. Sustainability and Climate Change Impacts

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

## 6.3 Risk Management

There are risks arising from the adoption/implementation of the recommendations in this report.

- Food trucks competing with town centre businesses – staff recommend that in the early stages of the market's development, the presence of extensive food trucks be avoided to encourage patronage of food establishments in the town centre core, particularly as the market is so close to Williams Street. This should be revisited if the market continues to grow and develop, ensuring that approved food trucks don't offer a similar food offer to existing Williams Street (core) businesses.
- Direct competition with the existing farmers market on Charles Street – staff recommend that the farmers market elements of the proposed 131 Raven Quay market be removed if the markets continue to operate on the same day (Saturday).
- Demand for parking putting pressure on Ruataniwha Service Centre carparks – market staff will need to promote to their customers the availability of unrestricted parking along Raven Quay (east) to discourage use of the service centre carpark for market visitors.
- Community expectation – should the market thrive and need to relocate to a larger piece of land, or 131 Raven Quay be commercially developed, then the community may expect Council to continue to support the market through the provision of land. Some alternative land locations have been outlined in this report that might suit the market's activities should it need to relocate in the future.
- Community safety – in running the market the resident and the market's management committee will need to manage community and vendor safety through their own health & safety management plans and procedures.

## 6.3 Health and Safety

There are not health and safety risks for Council arising from the adoption/implementation of the recommendations in this report.

## 7. CONTEXT

### 7.1. Consistency with Policy

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

### 7.2. Authorising Legislation

### 7.3. Consistency with Community Outcomes

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

Businesses in the District are diverse, adaptable and growing

- There are growing numbers of businesses and employment opportunities in our District
- There are sufficient and appropriate places where businesses are able to set up in our District.

### 7.4. Authorising Delegations

The Kaiapoi-Tuahiwi Community board has the delegated authority to approve proposed activities on parks, reserves and waterways.

While 131 Raven Quay is not designated as reserves land or as a park, approval is still being sought from the Kaiapoi-Tuahiwi Community Board for the market's recurring reserves booking at the site.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** GOV-26-08-06 / 230201013666

**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD

**DATE OF MEETING:** 20 February 2023

**AUTHOR(S):** Kay Rabe, Governance Advisor

**SUBJECT:** Nomination of the Zone 5 Representative on the Community Boards' Executive Committee

**ENDORSED BY:**  
(for Reports to Council, Committees or Boards)

\_\_\_\_\_ General Manager

\_\_\_\_\_ Chief Executive

**1. SUMMARY**

- 1.1 The purpose of this report is for the Kaiapoi-Tuahwi Community Board (the Board) to consider nominating a representative to Ko Tātou Zone 5 Community Boards' Executive Committee (CBEC).

Attachments:

- i. Nomination Form (Trim 230201013558)

**2. RECOMMENDATION**

**THAT** the Kaiapoi-Tuahwi Community Board:

- (a) **Receives** Report No. 230201013666.
- (b) **Nominates** \_\_\_\_\_ as the Ko Tātou Zone 5 representative on the Community Boards' Executive Committee.

**3. BACKGROUND**

- 3.1 The CBEC represents all the Community Boards in New Zealand and is an advisory committee to Ko Tātou's National Council, advocating for Community Boards and promoting best practices.
- 3.2 CBEC is comprised of one member from each of Ko Tātou's six geographical zones.

**4. ISSUES AND OPTIONS**

- 4.1 Elections for CBEC representatives are held after the Local Government elections each triennium. Each Community Board has one vote for their zone representative. The CBEC meets three times a year in Wellington, and each zone representative will host regular forums to update Community Board members and discuss topical issues.
- 4.2 The purpose of zones, as set out in Ko Tātou's constitution, is to:
- Be an electoral college for the appointment of National Council representatives.
  - Be working for a member of Ko Tātou on a geographic basis.

- Provide an opportunity for two-way communication between these geographic areas and Ko Tātou – and Ko Tātou reports back to members on major national developments; and
  - Provide networking and information-sharing opportunities.
- 4.3 Each Zone elects or appoints a Chairperson, and sometimes an Executive Council member, for a three-year term. The Chairperson runs the meetings with the support and input of the Executive Council. The current Chairperson for Zone 5 is Mayor Dan Gordon.
- 4.4 Any elected member can stand for these roles, however their nomination must be supported by two other councils within the Group. If more than one candidate stands for the role, an election will be held. Each community board receives on vote and to vote the Board is required to complete the attached voting form by selecting the candidate of its choice and forwarding the voting form to the Returning Officer via email at [nominations@lgnz.co.nz](mailto:nominations@lgnz.co.nz) by 1 March 2023.
- 4.5 The Board has been requested to vote for a Zone 5 representative from the following three candidates put forward:
- Sharn Nu'u of the Malvern Community Board
  - Simon Britten of the Waipapa Papanui-Innes-Central Community Board
  - Ross Munro of the Pleasant Point Community Board.
- The candidate profiles are included on the attached nomination form.

#### **Implications for Community Wellbeing**

There are no implications on community wellbeing by the issues and options that are the subject matter of this report.

- 4.6 The Management Team has reviewed this report and supports the recommendations.

## **5. COMMUNITY VIEWS**

### **5.1 Mana whenua**

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū may be affected by or have an interest in the subject matter of this report.

### **5.2 Groups and Organisations**

No other groups and organisations are likely to be affected by or to have an interest in the subject matter of this report.

### **5.3 Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report.

## **6. OTHER IMPLICATIONS AND RISK MANAGEMENT**

### **6.1 Financial Implications**

There are no financial implications of the decisions sought by this report.

### **6.2 Sustainability and Climate Change Impacts**

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

### **6.3 Risk Management**

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

**6.3 Health and Safety**

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

**7. CONTEXT****7.1 Consistency with Policy**

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

**7.2 Authorising Legislation**

Not applicable.

**7.3 Consistency with Community Outcomes**

The Council's community outcomes are not relevant to the actions arising from recommendations in this report.

**7.4 Authorising Delegations**

Community Boards have delegated authority to nominate a representative.



# CBEC ZONE 5 REPRESENTATIVE VOTING FORM

Use this form to vote for your zone's Community Board Executive Council representative.

- // Each community board fills in one voting form.
- // You can vote for one candidate.
- // Vote by ticking the box next to their name below.
- // The Returning Office is LGNZ's Chief Executive or nominee.
- // Please returning your voting form to [nominations@lgnz.co.nz](mailto:nominations@lgnz.co.nz) by 1 March 2023.

---

**[PLEASE SELECT ONE]**

---



**Sharn Nu'u //**  
Malvern  
Community Board



**Simon Britten //**  
Waipapa Papanui-  
Innes-Central



**Ross Munro //**  
Pleasant Point  
Community Board

---

**[THIS VOTE IS CAST BY:]**

---

YOUR NAME HERE:

YOUR SIGNATURE HERE:

ON BEHALF OF THIS COMMUNITY BOARD:





---

# CBEC CANDIDATE BIOS – ZONE 5

## Sharn Nu'u

I have a background in Research and Development as an analyst in the Technology Industry. For the past year I have been focussed on community initiatives in a voluntary capacity.

It is most important to me as an individual and a member of a small rural community to see decision making being brought back to the community members. This is not something I foresee as possible without every support possible for local government including township committees and local boards advocating to local governments on behalf of the people.

My goal is to raise awareness of local support to the people, provide the best possible advice and support and relight the fire in the hearts of public servants.

## Simon Britten

I am seeking election to represent Zone 5 of the Community Boards Executive Committee in order to support community board members across our region.

About me: I am a second-term member of the Waipapa Papanui-Innes-Central Community Board in Christchurch. I also run a community engagement initiative which aims to strengthen the connection between the local community and local government, and since 2011 have worked for Te Ora Hou Ōtautahi, a youth and community development organisation with a long history in the area. I have some familiarity with the Zone through a different lens - for the past ten years I have been working across the same geographic area in my role managing Te Ora Hou's regional school attendance service.

Previously I worked for Tait Communications in marketing management. I have served on boards including a church community trust, Pillars, and my local intermediate school's Board of Trustees. I was a Vodafone Foundation World of Difference recipient while establishing a youth employment programme, and have completed two Canterbury University courses for leaders in the community sector. I value a diverse and connected community that cares for all its members, and am passionate about continuing to make a contribution through local government. [www.simonbritten.com](http://www.simonbritten.com)

## Ross Munro

As a second-term Member of the Pleasant Point Community Board in Timaru District I've gained a strong understanding of the value of grassroots representation in local government.



---

I am looking to build on what I've learnt over the past three-years to ensure local communities continue to have a voice, which I believe is vital to ensuring we see councils that are responsive and focused on all their communities, not solely the needs of the largest centres.

I have many years of Banking, Business, Sports coaching and Governance skills to bring to the table that I can help not only serve my Community, but also the wider Community Board Group.

I am employed by BNZ as a Business Partner and my wife and I have three children aged 18, 21 and 22.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** GOV-26-11-06 / 230118005615

**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD

**DATE OF MEETING:** 20 February 2023

**AUTHOR(S):** Kay Rabe, Governance Advisor

**SUBJECT:** Application to the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2022/23

**ENDORSED BY:**  
(for Reports to Council, Committees or Boards)

\_\_\_\_\_ General Manager

\_\_\_\_\_ Acting Chief Executive

**1. SUMMARY**

1.1. This report is to consider two applications for funding received from:

| Name of Organisation   | Purpose                             | Amount Requested |
|------------------------|-------------------------------------|------------------|
| North Canterbury Pride | To host the LGBTIQ+ Picnic          | \$270            |
| Clarkville Playcentre  | Towards costs for First Aid courses | \$387            |

**Attachments:**

- i. Application from North Canterbury Pride (Trim Ref: 221222221148).
- ii. Application from Clarkville Playcentre (230124008347)
- iii. A spreadsheet showing the previous two years' grants.
- iv. Board funding criteria 2022/23 (Trim Ref: 210603089776).

**2. RECOMMENDATION**

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 230118005615.
- (b) **Approves** a grant of \$..... to the North Canterbury Pride towards hosting the Lesbian, Gay, Bisexual, Transgender, Questioning and Others (LGBTIQ+) picnic in Victoria Park, Rangiora.

**OR**

- (c) **Declines** the application from North Canterbury Pride.
- (d) **Approves** a grant of \$..... to the Clarkville Playcentre towards the costs of first aid courses.

**OR**

- (e) **Declines** the application from the Clarkville Playcentre.

### 3. **BACKGROUND**

- 3.1. **North Canterbury Pride** is requesting funding to host its annual Picnic in the Park for the Lesbian, Gay, Bisexual, Transgender, Questioning and Others (LGBTIQ+) community on Sunday, 12 March 2023.
- 3.2. The **Clarkville Playcentre** is seeking funding for some of parents of their students to attend first aid courses.
- 3.3. The current balance of the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund for 2022/23 is \$5,559.

### 4. **ISSUES AND OPTIONS**

#### ***North Canterbury Pride (NCP)***

- 4.1 NCP came together in 2018 in response to a suggestion that the LGBTIQ+ (lesbians, gay, bi, trans, intersex or questioning) be organised in Rangiora to coincide with the Christchurch Pride Week, which is held in March. While Christchurch Pride events attract people from the Waimakariri District and other areas in Canterbury, NCP felt there was a need for such an event in the district. Being a rural district, NCP anticipates bringing people together who may otherwise feel isolated, particularly youth.
- 4.2 The event, now in its fifth year, is held annually and has grown in success and size every year. The event is supported by the Emergency Services, the Council, dignitaries, schools and businesses, local media and most importantly, support groups in the area. The event's purpose is to promote diversity, inclusion, and the reduction of stigma. It is a welcoming event which offers a safe environment. The event includes games that all can participate in, appropriate live music, limited hospitality outlets, and only permits the sale of goods to fundraise, which the NCP approves.
- 4.3 This year the event is scheduled for Sunday 12 March 2023 and is expected to attract approximately 40% of participants from the Kaiapoi-Tuahiwi and the Rangiora-Ashley Wards and 10% from each of the Oxford-Ohoka and Woodend-Sefton areas. While a wide range of ages are expected to attend it is anticipated that the event will mostly attract students from the high schools in the area. The event provides the LGBTIQ+ community and all others, a fun day of relaxed networking and socialising, to grow relationships and have access to several professional health providers and support services.
- 4.4 The event will go ahead even if this application is unsuccessful. The funds will allow the NCP to pay for services offered (much of which is currently provided from goodwill) and will enable the group to offer more events in the future. The NCP has also applied for funding from the Rangiora-Ashley Community Board, and donations from a local business of \$800 have already been received.
- 4.5 It should be noted that the NCP received the following funding from the Board over the last five years and, all Accountability Forms have been received:

|         |  |   |
|---------|--|---|
| 2019/20 | Towards the running costs associated with the Picnic in the Park | \$250 – funding returned due to cancellation of the event |
| 2020/21 | Towards the running costs associated with the Picnic in the Park | Withdrawn due to Covid                                    |

#### ***Clarkville Playcentre (the Centre)***

- 4.6 The Centre is unlike other early childhood education (ECE) organisations, as both children and their parents/caregivers attend. The curiosity and creativity of the Centre's tamariki are nurtured in a way that allows them to learn about themselves and their world. The Centre currently supports 55 children and their families, mainly from the Oxford-Ohoka and Kaiapoi-Tuahiwi communities.

- 4.7 As part of the requirements of the Ministry of Education, the parents/caregivers that attend the Centre must hold first aid certificates. Due to the nature of the Centre, different parents/caregivers participate on various days, which requires many parents/caregivers to hold certificates. The Centre is therefore applying for funding for some of its parents/caregivers to attend first aid courses.
- 4.8 Currently, 55 children and their extended families would benefit from this project, with approximately 19% of the roll residing in the Oxford-Ohoka and Kaiapoi-Tuahiwi Wards, respectively, and 17% in the Rangiora-Ashley Ward. In addition, these courses will provide parents/caregivers with skills and confidence to deal with emergencies and the ability to administer first aid to the children, not only during the school day but also within the community at large.
- 4.9 The Centre falls under the Playcentre Aotearoa umbrella, which provides support to ensure licensing and the Education Review Office (ERO) requirements are met. However, most operational expenses need to be acquired through fundraising. Therefore, if this application is unsuccessful, the Centre will need to continue fundraising to enable this programme to proceed, causing a significant delay. The project's overall cost is estimated at \$1,292, and funding applications have consequently been submitted to the Oxford-Ohoka Community Board and Rangiora-Ashley Community Boards.
- 4.10 Over the last five years, the Kaiapoi-Tuahiwi Board has allocated the following funding to the Centre:

|                |   |              |
|----------------|---|--------------|
| September 2017 | Towards indoor tents and tunnels              | Declined     |
| April 2018     | Towards playdough, equipment, and puzzles     | Declined     |
| April 2019     | Towards the purchase of a two-seater tricycle | \$420        |
| November 2021  | Towards a mud kitchen and ground cover        | Declined     |
| March 2022     | Towards a mud kitchen                         | Declined     |
| August 2022    | Towards fruit trees and vegetable plants      | \$250        |
|                | <b>Total</b>                                  | <b>\$670</b> |

- 4.11 It should be noted that the Oxford-Ohoka Community Board has also granted the following funding:

|               |   |                |
|---------------|---|----------------|
| November 2018 | Towards puzzles                               | \$500          |
| February 2020 | Towards the purchase tools for carpentry area | \$312          |
| March 2021    | Towards sand for sandpit and sandpit toys     | \$210          |
| April 2022    | Towards replacement bikes and scooters        | \$376          |
|               | <b>Total</b>                                  | <b>\$1,398</b> |

- 4.12. The Board may approve or decline grants per the grant guidelines.

### **Implications for Community Wellbeing**

There are no social and cultural implications on community wellbeing by the issues and options that are the subject matter of this report.

- 4.13. The Management Team has reviewed this report and support the recommendations.

## **5. COMMUNITY VIEWS**

### **5.1 Mana whenua**

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū may be affected by or have an interest in the subject matter of this report.

### **5.2 Groups and Organisations**

There are no other groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. However, it should be noted that many LGBTIQ+ groups and organisations are expected to attend the event.

### 5.3 **Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report. However, it should be noted that North Canterbury Pride encourages acceptance of diversity and inclusion and works to reduce stigma in the community. The wider community will also benefit from people able to administer first aid during emergencies.

## 6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

### 6.1 **Financial Implications**

The Annual Plan for 2022/23 includes budget provision for the Kaiapoi-Tuahiwi Community Board to approve grants to community groups up to \$10,160. An amount of \$7,909 was carried forward from the 2021/22 financial year, bringing the Discretionary Grant Fund to a total of \$18,069 this financial year.

The application criteria specify that grants are customarily limited to a maximum of \$500 in any financial year (July to June), even though a group can apply up to twice a year, providing it is for different projects. Where applicable, GST values are calculated and added to appropriately registered groups if decided benefits exceed Board resolved values. The current available balance of the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2022/23 is \$5,559.

### 6.2 **Sustainability and Climate Change Impacts**

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

### 6.3 **Risk Management**

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

### 6.4 **Health and Safety**

All health and safety related issues will fall under the auspices of North Canterbury Pride and Clarkville Playcentre.

## 7. **CONTEXT**

### 7.1 **Consistency with Policy**

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

### 7.2 **Authorising Legislation**

Not applicable.

### 7.3 **Consistency with Community Outcomes**

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

People are friendly and caring, creating a strong sense of community in our District. There are wide-ranging opportunities for people of different ages and cultures to participate in community life and recreational activities.

### 7.4 **Authorising Delegations**

Community Boards have delegated authority to approve Discretionary Grant Funding.

Groups applying for Board Discretionary Grants <sup>71</sup> 2022/2023Name of Group: North Canterbury PrideContact Person within Organisation: Paul FinchPosition within Organisation: TreasurerEmail: [REDACTED]

Describe what the project is and what the grant funding be used for? (Use additional pages if needed)

North Canterbury Pride exists to host LGBTIQ+ social events in North Canterbury, particularly in association with Christchurch Pride week. The purpose of these events is to promote diversity and inclusion and reduce stigma. The project now celebrating its 5th year is a picnic with live music and games. (continued on attached)

What is the timeframe of the project/event date? 12th March 2023Overall Cost of Project: Budget \$2192.30 (2023) Amount Requested: \$275.00How many people will directly benefit from this project? 550

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:

Oxford-Ohoka 10%    Rangiora-Ashley 40%    Woodend-Sefton 10%    Kaiapoi-Tuahiwi 40%

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?

Bringing people together who may otherwise feel isolated, particularly LGBTIQ+ youth, is of great value and this is recognised by the services support received.

What is the benefit(s) to your organisation?

72

Funding allows NCP to pay for services offered at the correct rate. It allows us to progress providing more events like the sellout cinema night 2021.

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

It provides the LGBTIQ+ community and all others a fun day of relaxed networking and socialising, to grow relationships and have access to a number of professional health providers

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:

Applications to Rangiora-Ashley Community Board and Events Waimakariri. Individual donations received total ca \$800 so far.

Have you applied to the Kaiapoi-Tuahiwi Community Board or any other Waimakariri Community Board for other project funding in the past 18 months?  Yes  No

If yes, please supply details:

We applied for similar funding at the end of December 2021 but due to covid cancelled the event and received no funding.

- 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: Paul FinchDate: 7 December 2022



Project description (cont..)

Cynthia Spittal is Chair and any funds secured will be deposited in the NCP committee's Kiwibank account. Two members of the committee (Chair, Treasurer, Secretary, +3) are signatories for the account. The committee includes LGBTIQ+ people whom are connected to Rangiora and North Canterbury.

NCP came together in 2018 in response to a suggestion by a member to be, that a LGBTIQ+ event be organised in Rangiora to coincide with Christchurch Pride week, which is held during March. While Christchurch Pride events attract people from Rangiora and other areas in Canterbury, NCP felt there was a need for such an event in the district. Being a rural but rapidly expanding district, we anticipated bringing people together who may otherwise feel isolated, particularly youth.

The event held annually, now in its 5<sup>th</sup> year, has grown in success and size year on year (ca. 200 attendees Yr1, then 300 in Yr 2 and 400 in Yr 3 and 500 last year) and gets good support from the emergency services, council and dignitaries, schools, businesses, local radio, newspapers and most importantly, support groups. The focus of the event is inclusivity and it is welcoming and safe.

We include games such that all can participate, appropriate live music to set a calm tone and limit hospitality outlets. We only permit the sale of goods to fundraising items provided by NCP.

| Event                   |                               | Picnic    |           |                 |                 |            |                     |                     |                          |     |           |           |           |            |                                      |  |
|-------------------------|-------------------------------|-----------|-----------|-----------------|-----------------|------------|---------------------|---------------------|--------------------------|-----|-----------|-----------|-----------|------------|--------------------------------------|--|
| Date                    |                               | 21-Mar-21 |           |                 |                 |            |                     |                     |                          |     |           |           |           |            |                                      |  |
| Income (Credit)         |                               |           |           |                 |                 |            |                     | Expenditure (Debit) |                          |     |           |           |           |            |                                      |  |
| Item                    | Supplier                      | Qty       | Unit Rate | SubTotal        | Bank Note       | Date       | Note                | Item                | Supplier                 | Qty | Unit Rate | SubTotal  | Bank Note | Date       | Note                                 |  |
| Funding                 | Finbo                         | 1         | 300.00    | 300.00          | Bill Payment    | 14/12/2020 |                     |                     |                          |     |           |           |           |            |                                      |  |
|                         | Jayne Martin                  | 1         | 100.00    | 100.00          | Bill Payment    | 10/02/2021 |                     |                     |                          |     |           |           |           |            |                                      |  |
|                         | R-A Comm Ward                 | 1         | 250.00    | 250.00          | Direct Credit   | 22/03/2021 | Grant               |                     |                          |     |           |           |           |            |                                      |  |
|                         | K-T Comm Ward                 | 1         | 250.00    | 250.00          | Direct Credit   | 22/03/2021 | Grant               |                     |                          |     |           |           |           |            |                                      |  |
| Merchandise             | Finbo                         | 1         | 200.00    | 200.00          | Cash Deposit    | 01/04/2021 | Float. See Merch    | Merchandise         | Finbo                    | 1   | 200.00    | -200.00   |           | 02/04/2021 | Float                                |  |
|                         |                               |           |           |                 |                 |            |                     |                     | Coolleststart            | 1   | 7.73      | 7.73      |           | 14/12/2020 | Stickers                             |  |
|                         |                               |           |           |                 |                 |            |                     |                     | A1home                   | 1   | 30.91     | 30.91     |           | 14/12/2020 | Flags                                |  |
|                         |                               |           |           |                 |                 |            |                     |                     | Loveland                 | 1   | 27.03     | 27.03     |           | 14/12/2020 | Pins                                 |  |
|                         |                               |           |           |                 |                 |            |                     |                     | Litervitay store         | 1   | 5.03      | 5.03      |           | 14/12/2020 | Stickers                             |  |
|                         |                               |           |           |                 |                 |            |                     |                     | DianHai Store            | 1   | 45.26     | 45.26     |           | 14/12/2020 | Flags                                |  |
|                         |                               |           |           |                 |                 |            |                     |                     | OVCCLOVCCI Store         | 1   | 13.48     | 13.48     |           | 14/12/2020 | Pins                                 |  |
|                         |                               |           |           |                 |                 |            |                     |                     | Wanqiu Store             | 1   | 37.41     | 37.41     |           | 14/12/2020 | Wristbands                           |  |
|                         |                               |           |           |                 |                 |            |                     |                     | Zhan Jay's Store         | 1   | 28.78     | 28.78     |           | 14/12/2020 | Flags                                |  |
|                         |                               |           |           |                 |                 |            |                     |                     | Jimitu Ali store         | 1   | 5.30      | 5.30      |           | 14/12/2020 | Stickers                             |  |
|                         |                               |           |           |                 |                 |            |                     |                     |                          |     |           | 200.93    |           |            |                                      |  |
|                         |                               |           |           |                 |                 |            |                     |                     | Johnin Factory Store     | 1   | 200.00    | -200.00   | Pay       | 14/12/2020 | Tayla - Merch                        |  |
|                         |                               |           |           |                 |                 |            |                     |                     |                          | 1   | 121.31    | -121.31   |           | 19/01/2021 | Paul - Flags                         |  |
|                         |                               |           | 23        | 3.00            | 69.00           |            | 21/03/2021          | Wristbands (noted)  |                          |     |           |           |           |            |                                      |  |
|                         |                               |           | 99        | 2.00            | 198.00          |            | 21/03/2021          | Flags (noted)       |                          |     |           |           |           |            |                                      |  |
|                         |                               | 40        | 3.00      | 120.00          |                 | 21/03/2021 | Badges (noted)      |                     |                          |     |           |           |           |            |                                      |  |
|                         |                               | 169       | 0.50      | 84.50           |                 | 21/03/2021 | Stickers (noted)    |                     |                          |     |           |           |           |            |                                      |  |
|                         |                               | 24        | 3.00      | 72.00           |                 | 21/03/2021 | Earrings (noted)    |                     |                          |     |           |           |           |            |                                      |  |
|                         |                               | 21        |           | 72.00           |                 | 21/03/2021 | Rocks (noted)       |                     |                          |     |           |           |           |            |                                      |  |
|                         |                               | 39        | 12.00     | 468.00          |                 | 21/03/2021 | Large Flags (noted) |                     |                          |     |           |           |           |            |                                      |  |
|                         |                               |           |           | 1,083.50        |                 |            |                     |                     |                          |     |           |           |           |            |                                      |  |
|                         |                               | 1         | 202.50    | 202.50          | Direct Credit   | 21/03/2021 | Purchases           |                     |                          |     |           |           |           |            |                                      |  |
|                         |                               | 1         | 965.00    | 965.00          | Cash Deposit    | 01/04/2021 | Cash. See float     |                     |                          |     |           |           |           |            |                                      |  |
| Insurance               | Crombie Lockwood              |           |           |                 |                 |            |                     | Insurance           | Crombie Lockwood         | 1   | 201.25    | -201.25   | Pay       | 19/03/2021 | Insurance                            |  |
| Music                   | Oliver Jay Heperi             |           |           |                 |                 |            |                     | Music               | Oliver Jay Heperi        | 1   | 450.00    | -450.00   | Pay       | 24/03/2021 | Music                                |  |
| Venue                   | W.D.C                         |           |           |                 |                 |            |                     | Venue               | W.D.C                    | 1   | 56.77     | -56.77    | Pay       | 07/03/2021 | Park and clean                       |  |
| Promotion               | Whitehead Signs & Design      |           |           |                 |                 |            |                     | Promotion           | Whitehead Signs & Design | 1   | 138.00    | -138.00   | Pay       | 01/02/2021 | Adjustments                          |  |
| Sundries                | Warehouse                     |           |           |                 |                 |            |                     | Sundries            | Warehouse                | 1   | 62.50     | -62.50    |           | 04/03/2021 | Laminating QR codes                  |  |
|                         | Chemist Warehouse             |           |           |                 |                 |            |                     |                     | Chemist Warehouse        | 1   | 107.12    | -107.12   |           | 19/03/2021 | Paul paid<br>Sunscreen & Sanitiser   |  |
|                         | Warehouse                     |           |           |                 |                 |            |                     |                     | Warehouse                | 1   | 7.49      | -7.49     |           | 04/03/2021 | Paul paid<br>Sales book<br>Paul paid |  |
| Sub Total               |                               |           |           | 2,267.50        |                 |            |                     |                     |                          |     |           | -1,544.44 |           |            |                                      |  |
| BANK TRANSACTION        |                               |           |           |                 | Transaction Fee |            |                     |                     |                          |     |           |           | -1.20     |            |                                      |  |
| Sub Total               |                               |           |           | 2,267.50        |                 |            |                     |                     |                          |     |           | -1,545.64 |           |            |                                      |  |
| Sub Total               | <b>Net Profit Picnic 2021</b> |           |           | 721.86          |                 |            |                     |                     |                          |     |           |           |           |            |                                      |  |
| Balance Prior to Event  |                               |           |           | 807.09          |                 |            |                     |                     |                          |     |           |           |           |            |                                      |  |
| Balance Following Event |                               |           |           | <b>1,528.95</b> |                 |            |                     |                     |                          |     |           |           |           |            |                                      |  |

**Notes 2021**  
 NCPride received grants of \$500. \$0 received 2020  
 NCPride received donations of \$400. \$200 down on 2020  
 Musician increase \$50  
 Merchandise profit increased from \$300 to \$850  
 NCPride spent \$0 on prizes this year  
 Insurance increased 15%  
**Cost to stage PICNIC** Min 846.02 (no merchandise bought)

**North Canterbury Pride Meeting Minutes: 15th/12/22****Attendees:** Cynthia Spittal, Kahn Charles, Paul Finch, Tayla Mellish.**Absent:** Jennifer Shields**Apologies:****Next meeting: 19/1/23****Meeting Started at:** 6:36pm**Minutes of the last meeting:**

- Moved:
- Seconded:

| Matters arising         | Discussion   | Action  |
|-------------------------|--|---------|
| Booking date            | <b>Confirmed</b> : 12/3/23 9am-4pm   |         |
| Pandemic protocol       | Rāwā Mahu Karetai Wood-Bodley<br>KiaOra@kwbandco.com<br>0278435927<br><br>Frankie<br>KiaOra@kwbandco.com<br><br>Betty Murie<br><a href="mailto:Murieba@gmail.com">Murieba@gmail.com</a><br>02102932678 |         |
| Christchurch Heroes     | To contact Sydney wong   | Cynthia |
| Kathmandu               | To contact for tent hire   | Cynthia |
| Park Booking            | Finalized, waiting for confirmation of booking number<br><br>Reference #ref220860035   | Cynthia |
| Games + trailer         | Trailer booked<br><br>Committee agrees no prizes for winning games.  |         |
| Signs and advertisement | Sign spaces booked and signs updated<br>Posters published on social media<br>Push advertisements on Facebook and Instagram   | Tayla   |

|                               |   |   |
|-------------------------------|---|---|
|                               | Committee authorized transfer of \$10 to be sent to Tayla for advertising   | Paul                                      |
|                               |   |   |
|                               |   |   |
| <b>Correspondence</b>         |   |   |
| <b>Incoming</b>               | Facebook attracted unwanted attention: Steve Holl   | Blocked and restricted from page by Tayla |
| Outgoing                      |   |   |
| <b>General business items</b> |   |   |
| Vendors + organizations       | Contact Ollie<br><br>All vendors contacted,<br>Waiting reply: Orton bradley<br><br>Face-painting to be confirmed<br><br>Library team + gazebo<br>Burnette foundation<br>Wellbeing NC<br>Q-topia Volunteers<br>Moana Va                | Paul<br><br>Paul                          |
| Health and Safety             | To complete   | Cynthia                                   |
| DJ                            | Jen and Alice confirmed \$400   |   |
| Merchandise                   | No merchandise sold   |   |
| Emergency services            | Police and St John present WITH first appearance of Pride police car  |   |
| Financial                     | Budget for 23: \$2200<br><br>\$1500 following previous events<br>Account: \$205 at present<br>Andrews of canterbury money donation: \$200<br>Request for funding from: Community boards- Rangiora and Ashley \$75<br>+ Visit NC \$500 |   |
| Responsibility list           | To be reviewed in january   | committee                                 |

**Meeting closed at: 7:31pm**

**Groups applying for Board Discretionary Grants 2022/2023**Name of Group: Clarkville PlaycentreAddress: [REDACTED]Contact Person within Organisation: Mishalla BateupPosition within Organisation: Treasurer and GrantsContact phone number: [REDACTED]Email: [REDACTED]**Describe what the project is and what the grant funding be used for?** (Use additional pages if needed)

We are applying for funding to put some of our families through first aid courses. As a parent led ECE we are required to have families holding first aid certificates to meet MOE Requirements. Due to the nature of a playcentre, we have different families on sessions across our various days, this means we need a range of parents with first aid.

What is the timeframe of the project/event date? 1 MonthOverall Cost of Project: \$1291.30Amount Requested: \$387.39How many people will directly benefit from this project? 55

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:

Oxford-Ohoka 19%    Rangiora-Ashley 17%    Woodend-Sefton \_\_\_\_\_%    Kaiapoi-Tuahiwi 19%

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?

We will need to continue to try and source funds to pay for this.

What are the direct benefit(s) to the participants?

It gives them the skills to confidently administer first aid to our tamariki and any people they encounter that may need it.

What is the benefit(s) to your organisation?

78

By having our families trained with first aid, we are able to ensure a safe and responsive environment when needed for our tamariki.

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

It also means we also have more people in the wider community that are trained in first aid and confident in their training, if they were to encounter a situation where their skills were needed

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered?)  Yes  NoIf yes, name of parent group: Playcentre Aotearoa

What is the relationship between your group and the parent group?

Playcentre Aotearoa provide support to our centre to ensure we are meeting licensing and ERO requirements. They assist with applying for grants and providing free education for our

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:

We will be applying to the kaiapoi-tuahiwi and rangiora-ashley community boards also. Due to the nature and operation of our centre we are wanting to put as many families through as possible.

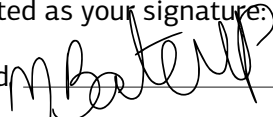
Have you applied to the Kaiapoi-Tuahiwi Community Board or any other Waimakariri Community Board for other project funding in the past 18 months?  Yes  No

If yes, please supply details:

We will be applying to the kaiapoi-tuahiwi and rangiora-ashley community boards also. Due to the nature and operation of our centre we are wanting to put as many families through as possible.

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: 19.01.2023



Quote

23 January 2023

Dear Mishalla,

Thank you for your recent contact regarding a Quote for First Aid Training for Clarkville Playcentre. Please see quote below;

|  |  |
|--|--|
| <b>Course:</b>                           | Essential First Aid  |
| <b>Cost:</b>                             | \$129.13 excluding GST per person with a minimum of 10 people  |
| <b>Additional:</b>                       |  |
| <b>Cancellation &amp; Refund Policy:</b> | <p>Red Cross is happy to rebook or cancel a group course at no extra cost, provided we receive notification at least 5 working days prior to the course start.</p> <p>Red Cross will charge an administration fee of 10% of the total course cost for rebooking a group course where we receive notification 5 working days or less prior to the course start.</p> <p>Red Cross will charge an administration fee of 25% of the total course cost for cancelling a group course where we receive notification 5 working days or less prior to the course start.</p> <p>If Red Cross has booked an external venue on the customer's behalf, additional rebooking or cancellation fees may apply, in accordance with the venue's policy.</p> <p>An organisation can change participants at any time for no additional cost. If total participant numbers drop below the minimum specified in the training contract or quotation, a minimum charge may apply.</p> |

Kind Regards

Nikki Greenan  
First Aid Training Administrator



# Balance Sheet

## Clarkville Playcentre As at 31 December 2022

31 DEC 2022

### Assets

#### Bank

|                   |                 |
|-------------------|-----------------|
| Simple Saver      | 6,398.96        |
| Westpac 00        | 2,727.14        |
| <b>Total Bank</b> | <b>9,126.10</b> |

#### Current Assets

|                             |              |
|-----------------------------|--------------|
| Accounts Receivable         | 90.00        |
| <b>Total Current Assets</b> | <b>90.00</b> |

#### Fixed Assets

|   |                 |
|---|-----------------|
| Furniture & Fittings                                  | 10,847.06       |
| Less Accumulated Depreciation on Furniture & Fittings | (5,454.62)      |
| <b>Total Fixed Assets</b>                             | <b>5,392.44</b> |

**Total Assets** **14,608.54**

### Liabilities

#### Current Liabilities

|                                  |                 |
|----------------------------------|-----------------|
| Accounts Payable                 | 2,837.74        |
| GST                              | (3.00)          |
| Suspense                         | (161.87)        |
| <b>Total Current Liabilities</b> | <b>2,672.87</b> |

**Total Liabilities** **2,672.87**

**Net Assets** **11,935.67**

### Equity

|                       |                  |
|-----------------------|------------------|
| Current Year Earnings | (24,872.39)      |
| Retained Earnings     | 36,808.06        |
| <b>Total Equity</b>   | <b>11,935.67</b> |



# Profit and Loss

## Clarkville Playcentre

For the 4 months ended 31 December 2022

SEP-DEC 2022

### Trading Income

|                             |                  |
|-----------------------------|------------------|
| Interest Income             | 87.15            |
| Membership Fees             | 510.00           |
| MoE ECE Funding Subsidy     | 15,656.76        |
| <b>Total Trading Income</b> | <b>16,253.91</b> |

### Cost of Sales

|  |                  |
|--|------------------|
| Affiliation Levies on MoE Funding                            | 7,828.38         |
| Centre Activities - Christmas Party                          | 200.00           |
| Centre Admin - Bank Fees                                     | 1.00             |
| Centre Admin - Xero subscription extras                      | 230.00           |
| Equipment - Collage supplies/materials                       | (34.20)          |
| Equipment - Other supplies/resources                         | 0.03             |
| Equipment - Painting supplies/materials                      | 76.95            |
| Property/Maintenance - Additions/Alterations to the Building | 3,500.00         |
| Property/Maintenance - Project 1                             | 23,240.30        |
| Rent / Lease / MoE Occupancy Fee                             | 585.00           |
| Supervision - Wages for General Sessions                     | 7,113.76         |
| Utilities - Electricity / Gas                                | 952.85           |
| Utilities - Fire Safety checks/supplies                      | 20.00            |
| <b>Total Cost of Sales</b>                                   | <b>43,714.07</b> |

### Gross Profit

(27,460.16)

### Other Income

|  |                 |
|--|-----------------|
| Fundraising Receipts - Centre Hireage (incl SPACE Hireage) | 200.00          |
| Fundraising Receipts - Event 6                             | 67.00           |
| Fundraising Receipts - Event 7                             | 298.00          |
| Fundraising Receipts - Event 8                             | 269.00          |
| Grant - Funding Body 1                                     | 1,000.00        |
| Other Receipts   | 960.00          |
| Verkerks Limited Fundraising Receipts                      | 300.00          |
| Waimakariri d/c grant                                      | (246.26)        |
| <b>Total Other Income</b>                                  | <b>2,847.74</b> |

### Operating Expenses

|                                 |               |
|---------------------------------|---------------|
| Fundraising Expenses - Event 6  | 36.55         |
| Fundraising Expenses - Event 7  | (406.00)      |
| Fundraising Expenses - Event 8  | 614.42        |
| Other Expenses - Miscellaneous  | 15.00         |
| <b>Total Operating Expenses</b> | <b>259.97</b> |

### Net Profit

(24,872.39)

## Kaiapoi-Tuahiwi Community Discretionary Grant Spreadsheet 2022/2023

| Meeting considered | Group                       | Project   | Amount Requested | Amount Granted | Running Balance |
|--------------------|-----------------------------|---|------------------|----------------|-----------------|
|                    |                             | <del>2022/23 \$5,210 -</del><br>carry forwards \$2,627<br>Total \$7,897 |                  |                | \$ 7,897.00     |
| 18-Jul-22          | St Patricks School PTA      | Game Lines  | \$500            | \$500          | \$ 7,397.00     |
| 18-Jul-22          | Kaiapoi Toy Library         | Cultural and sensory toys   | \$500            | \$500          | \$ 6,897.00     |
| 15-Aug             | Reflections Community Trust | Waimakariri Light Party   | \$588            | \$588          | \$ 6,309.00     |
| 15-Aug             | Clarkville Playcentre       | Fruit Trees and vegetable plants  | \$500            | \$250          | \$ 6,059.00     |
| 21-Nov             | Cure Boating Club           | Wood stain for floors, egress ramp and stairs                           | \$500            | \$500          | \$ 5,559.00     |
| 20-Feb             | North Canterbury Pride      | Picnic in the Park  | \$275            |                |                 |
| 20-Feb             | Clarkville Playcentre       | First Aid Courses   | \$387            |                |                 |

## Kaiapoi-Tuahiwi Community Discretionary Grant Spreadsheet 2022/2023

|   | Meeting considered                  | Group  | Project  | Amount Requested | Amount Granted | Running Balance |
|---|-------------------------------------|--|--|------------------|----------------|-----------------|
| Kaiapoi-Tuahiwi<br>Community Board<br>10.136.100.2410 |                                     |  | 2021/22 = \$5,270 = carry forwards<br>\$2300 Total \$7,570                         |                  |                | \$ 7,570.00     |
|   | 19-Jul                              | Fund Returned as expo cancelled<br>Waimakariri Older Person's Expo Committee | Older Person's Expo  | \$500            | \$500          | \$ 7,070.00     |
|   | 16-Aug                              | Kaiapoi Toy Library  | Towards the cost of purchasing a new bouncy castle/ soft play for younger children | \$500            | \$500          | \$ 6,570.00     |
|   | 16-Aug                              | St Patrick's School's Parent Teacher Association                             | Towards the cost of a new junior playground  | \$500            | \$500          | \$ 6,070.00     |
|   | 20-Sep                              | Meeting Cancelled  |  |                  |                |                 |
|   | 18-Oct                              | Withdrawn<br>Reflections Community Trust                                     | Towards Light Party  | \$350            |                | \$ 6,070.00     |
|   | 18-Oct                              | Withdrawn<br>It take a Village Hub   | Family day   | \$500            |                | \$ 6,070.00     |
|   | 18-Oct                              | Cure Boating Club  | Propellers   | \$500            | \$500          | \$ 5,570.00     |
|   | 18-Oct                              | Declined<br>Life Education Trust   | Delivery of the Healthy Harold Programme   | \$500            | -              |                 |
|   | 15-Nov                              | Pines Kairaki Beaches Association  | Community Pantry   | \$443            | \$443          | \$ 5,127.00     |
|   | 15-Nov                              | Declined<br>Clarkville Preschool   | Mud kitchen and ground cover   | \$480            | -              |                 |
|   | 13-Dec                              | Withdrawn<br>Kaiapoi Borough School Board of Trustees                        | Back to school family picnic   | \$500            |                | \$ 4,627.00     |
|   | 13-Dec                              | Pegasus Dragons Inc  | Purchase of paddles  | \$500            | \$500          | \$ 4,127.00     |
|   | 21-Feb                              | Kaiapoi Community Garden   | Purchase of new lawn mower   | \$500            | \$500          | \$ 3,627.00     |
| 21-Feb  | Withdrawn<br>North Canterbury Pride | picnic in Victoria Park  | \$250  | \$0              | \$ 3,627.00    |                 |
| 21-Mar  | Declined<br>Clarkeville Playcentre  | Mud kitchen  | \$378  | \$0              | \$ 3,627.00    |                 |
| 11-Apr  | Nil                                 |  |  |                  |                |                 |
| 16-May  | Kaiapoi Pony Club                   | towards funding St John's Ambulance  | \$500  | \$500            | \$ 3,127.00    |                 |
| 20-Jun  | Declined<br>Good Night Sleep Tight  | towards winter night packs   | \$500  |                  |                |                 |
| 20-Jun  | All Stars Marching Teams            | towards annual training camp   | \$500  | \$ 500.00        | \$ 2,627.00    |                 |

## GOVERNANCE

# Kaiapoi-Tuahiwi Community Board Discretionary Grant Application

### 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 considers a number of factors in its 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 needs to demonstrate to the community where funding is going and what it is being spent on. This is one of the reasons the Board requires 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 where 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).

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

Continued over page

## Criteria for application

- Grant applications will be considered every month by the Kaiapoi-Tuahiwi Community Board. Applications are recommended to be received three weeks prior to Board meeting dates for processing.
- Grant funding will not be allocated for events/projects that have already occurred.
- Generally funding grants will be a maximum of \$500 in any one financial year (July 2022 to June 2023) 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.
- Priority is to be given to groups with strong links with the Kaiapoi-Tuahiwi community.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit a 1-2 page summary 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 Kaiapoi-Tuahiwi Community Board.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government funding.
- The Board supports 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 the Council outlining how the funds were applied, within three months after the event or completion of the project, when funds are spent. A new application will not be accepted until the Council receives the Accountability Forms for previous funding granted. 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:

### Post to:

Governance Team  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7440

### Or hand deliver to:

- Oxford Library & Service Centre, 34 Main Street, Oxford
- Rangiora Service Centre, 215 High Street, Rangiora
- Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi

**Email:** records@wmk.govt.nz

## 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's 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.

# KAIAPOI

## DISTRICT MUSEUM

KAIAPOI  
KAIRAKI BEACH  
THE PINES BEACH  
WOODEND  
TUAHIWI  
FLAXTON  
OHOKA  
CLARKVILLE  
EYRETON  
SWANNANOA

7th February 2023

The Chair  
Kaiapoi-Tuahiwi Community Board  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7440



Dear Jackie,  
**Errors on signs**

Back in October 2020 we wrote to the K-T Community Board that the sign on the river bank in Charles St. with the names of ships that visited the Kaiapoi Port has some errors. The worst error is that the ship *Wootton* (Amodeo) is written as *Wookkon*. A man had been asked by the Community Board to correct the sign. That man had met with Stewart Yellowlees and they discussed the errors and he was going to renew the whole sign. That has not been done. [Stewart's contact number is 327 7206] Also the street in Sovereign Palms of that ship's name is misspelt as *Wooton*

The sign outside Corcoran French's building outlining the history of the buildings that were and are now on that corner. It has the name Karl Hansen regarding the naming of Hansen's Mall. In all the writings about Mr Hansen it is always Carl Hansen, as is his tombstone in the Anglican Cemetery.

The Committee of the KDHS has asked me to bring these errors to the Board's attention.

Yours faithfully,

Jean Turvey, Secretary, Kaiapoi District Historical Society

*"Somewhere to work, somewhere to live, someone to love, something to hope for."*

Norman Kirk, Mayor of Kaiapoi 1953-57, Prime Minister of New Zealand 1974

---

Kaiapoi District Historical Society Inc.  
Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, P.O. Box 344 Kaiapoi 7644  
Phone: 03 311 8919, Email: kaiapoi-museum@gmail.com

## KAIAPOI-TUAHIWI COMMUNITY BOARD

Jackie Watson

For the month of January/ February 2023

| MEMBERS' DAIRY |                                      | DISCUSSION POINTS  |
|----------------|--------------------------------------|--|
| <i>Date</i>    | <i>Events members have attended</i>  | <i>Community Feedback/Issues Raised</i>  |
| Dec 13         | Waimakariri Arts Strategy            | Stakeholders meeting to view results of consultation                             |
| Dec 20         | KCG                                  | Trustee meeting  |
| Jan 17         | KCG                                  | Trustee meeting  |
| Jan 24         | ENC Waimakariri Tourism              | Workshop to plan for future tourism opportunities                                |
| Jan 26         | Waimakariri Public Arts Trust        | Planning meeting: refining process of commissioning public art                   |
| Jan 27         | Kaiapoi Garden Competition           | 28 gardens entered   |
| Jan 30         | Met with Janine of Visit Waimakariri | Janine is collecting information about existing public art in Kaiapoi            |
| Feb 6          | Kaiapoi's Waitangi Day               | Another successful Waitangi Day run by All Together Kaiapoi with TV One coverage |
| Feb 13         | All Together Kaiapoi                 | Trustee meeting: Planning for Garden Competition prizegiving and Kaiapoi Fun Run |

## KAIAPOI-TUAHIWI COMMUNITY BOARD

## MEMBERS INFORMATION EXCHANGE

For the month of February 2023

Member' Name: Brent Cairns

| MEMBER'S DIARY |   | DISCUSSION POINTS   |
|----------------|---|---|
| Date           | Events members have attended  | Community Feedback/Issues Raised  |
|                | Kaiapoi Hub   | Is fully established and is having consultation events on 23 <sup>rd</sup> Feb 5-7pm and Sat 4 <sup>th</sup> March 10.30-12.30 – both events at the library KPA may make a submission regarding having an event space in this space.  |
|                | Attended auditing of recycling bins in one of Kaiapoi's subdivision | Only 2 bins were perfect, receiving a gold stars. Around 50% were rejected some filled with nappies and just filthy. The balance were tagged with information so the resident could learn that the likes of soft plastics and all lids are not recyclable. I have raised the issue that more education is needed. |
|                | Attended Retail crime event   | Good resources were shared and was well attended. Have shared those resources to local retailers that were unable to attend.  |
|                | NZ Motor Home Association   | This has opened on the 15 <sup>th</sup> February. Establishing if there is an official opening and will keep you informed if that is going to happen  |
|                | Accessibility Training  | Happening at WDC 9 <sup>th</sup> March 9am – 12noon   |
|                | River Carnival  | 1 <sup>st</sup> April – KPA   |
|                | Locky Docky charging stations                                       | Nationally Waka Kotahi are funding stations and Council staff have applied for one for the Patchina location. Which may assist with the shortfall of this area.   |
|                | E scooters  | The arrangement is up for review. Watch this space  |
|                | Arts Strategy   | Public Arts forum is scheduled for March 16 <sup>th</sup>   |
|                | Volunteer expos   | Looking at these being hosted by libraries and the plan is to have these in late March  |
|                | Destination Management Plan   | Attended get together at Mainpower stadium to look at a district strategy   |

OTHER: