

# Woodend-Sefton Community Board

## Agenda

**Monday 11 April 2022**

**6.00pm**

**ZOOM**

***Members:***

Shona Powell (Chair)

Andrew Thompson (Deputy Chair)

Andrea Allen

John Archer

Mark Paterson

Philip Redmond

Sandra Stewart

**AGENDA FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD TO BE HELD VIRTUALLY VIA ZOOM ON MONDAY 11 APRIL 2022 AT 6.00PM.**

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

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	<b><u>BUSINESS</u></b>	PAGES
1	<b><u>APOLOGIES</u></b>	
2	<b><u>CONFLICTS OF INTEREST</u></b>	
3	<b><u>CONFIRMATION MINUTES</u></b>	
3.1	<b><u>Minutes of the Woodend-Sefton Community Board – 14 March 2022</u></b>	7-11
	<i>RECOMMENDATION</i>	
	<b>THAT</b> the Woodend-Sefton Community Board:	
	(a) <b>Confirms</b> , as a true and accurate record, the circulated Minutes of the Woodend-Sefton Community Board meeting, held on 14 March 2022.	
3.2	<b><u>Matters Arising</u></b>	
4	<b><u>DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY</u></b>	
4.1	<b><u>Woodend Beach Playground Renewal – Doug Wethey</u></b>	
	D Wethey will speak on the Woodend Beach Playground Renewal.	
4.2	<b><u>Waikuku Beach - Park Terrace Hedge – Max Warren</u></b>	
	M Warren will speak on the Park Terrace Hedge at Waikuku Beach.	
5	<b><u>ADJOURNED BUSINESS</u></b>	
	Nil.	
6	<b><u>REPORTS</u></b>	
6.1	<b><u>Future of Shelterbelt Hedge – Park Terrace, Waikuku – Grant Reburn (Parks and Recreation Operations Team Leader)</u></b>	12-22
	<i>RECOMMENDATION</i>	
	<b>THAT</b> the Woodend-Sefton Community Board:	
	(a) <b>Receives</b> Report No. 220331048639.	
	(b) <b>Approves</b> the removal of the Macrocarpa hedge located to the west of and between 14 and 34 Park Terrace.	
	(c) <b>Approves</b> the concept plan for native planting replacement plan as noted in section four under staff preference option three.	

- (d) **Notes** the delegation for removal of the hedge sits with the Community Board, however funding to action this would require Council approval.
- (e) **Notes** that funding will be considered as part of the 2024 Long Term Plan.
- (f) **Notes** that Staff have recommended option 3.
- (g) **Notes** that the hedge would be maintained at Health & Safety levels until its removal in 2024/25.

6.2 **Waikuku Beach Reserve Spatial Plan – Martin McGregor (Senior Advisor Community and Recreation)**

23-29

*RECOMMENDATION*

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

- (a) **Receives** report No. 220328046473
- (b) **Supports** the attached Action Plan for the creation of a Waikuku Beach Reserve Spatial Plan.
- (c) **Approves** the undertaking of community engagement to identify all proposals for inclusion the Waikuku Beach Reserve.
- (d) **Notes** that the scope of this plan is to allocate space for current and future activities on the reserve only.
- (e) **Notes** that there is no allocated budget in the LTP for Council contribution to the activities and infrastructure that may be included in the spatial plan. Funding would need to be sought through the 2024 LTP.
- (f) **Notes** that the spatial plan will be created in line with the Waikuku Reserves Management Plan 2010 and does not supersede this document.
- (g) **Notes** that the adoption of the spatial plan does not constitute final approval for the construction of any proposed new facilities and that all normal consenting and/or leasing processes must be followed.

6.3 **Sefton Public Hall Society – Andy Coker (Community Facilities Team Leader) and Tara King (Senior Community Engagement Specialist)**

30-98

*RECOMMENDATION*

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

- (a) **Receives** Report No. TRIM number 220113003137.
- (b) **Approves** staff finalising a Lease with the Sefton Public Hall Society based on the Council's standard terms and conditions, the attached plan and the reference conditions listed within this report.
- (c) **Notes** that any lease would be subject to a two year period to enable the Hall Committee time to raise the additional funds it needs for the project. A funding plan is being developed for the committee to assist them in approaching other funders.
- (d) **Notes** that any works to the current pavilion would not be undertaken until such time as the finalised plan is approved via the Woodend Sefton Community Board and proof of funding and contractor engagement is supplied to Council.

- (e) **Notes** that all responses received during the consultation period have been generally supportive of this development.
- (f) **Notes** that if the lease is approved the Sefton Public Hall Society will be responsible for funding the remaining costs in order to demolish the existing pavilion and construct the new community facility in Sefton Domain.
- (g) **Notes** that any trees near the proposed lease area and the war memorial would be protected during any construction, by the Sefton Public Hall Society.
- (h) **Notes** staff can include any further special conditions requested by the Board.

6.4 **Application to the Woodend-Sefton Community Board's 2021/22 Discretionary Grant Fund – Kay Rabe (Governance Advisor)**

99-130

*RECOMMENDATION*

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

- (a) **Receives** report No. 220311035352.
- (b) **Approves** a grant of \$..... to the Pegasus Residents Group Inc for a replacement battery for the Automated External Defibrillator (AED) at Waikuku Beach.

**OR**

- (c) **Declines** the application from the Pegasus Residents Group Inc.
- (d) **Approves** a grant of \$..... to the Woodend Netball Club towards an additional Kiwi netball hoop and eight new nets.

**OR**

- (e) **Declines** the application from the Woodend Netball Club.
- (f) **Approves** a grant of \$..... to Ronel's Community Cuppa towards the costs of hosting Ronel's Community Cuppa morning tea social connection events.

**OR**

- (g) **Declines** the application from Ronel's Community Cuppa.

6.5 **Ratification of the Woodend-Sefton Community Board's submission to the Waimakariri District Council and Environmental Canterbury's Draft 2022/23 Annual Plans – Kay Rabe (Governance Advisor)**

131-138

*RECOMMENDATION*

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

- (a) **Receives** report No. 220322042312.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council Draft Annual Plan 2022/23 (Trim Ref: 220315037067).
- (c) **Retrospectively ratifies** its submission to Environmental Canterbury's Draft Annual Plan 2022/23 (Trim Ref: 22033048150).



**7 CORRESPONDENCE**

**7.1 Update on the Walking and Cycling Network Plan Consultation and Timeframes**

139-140

*RECOMMENDATION*

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

- (a) **Receives** the memo from D Young and A Mace-Cochrane regarding an update on the walking and cycling network plan consultation and timeframes (Trim 220310035064).

**8 CHAIRPERSON'S REPORT**

**8.1 Chairperson's Report for March 2022**

141

*RECOMMENDATION*

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

- (a) **Receives** the report from the Woodend-Sefton Community Board Chairperson. (Trim 220405050852)

**9 MATTERS FOR INFORMATION**

**9.1 Oxford-Ohoka Community Board Meeting Minutes 2 March 2022 (Trim 220304031200)**

**9.2 Rangiora-Ashley Community Board Meeting Minutes 9 March 2022 (Trim 220308032770)**

**9.3 Kaiapoi-Tuahivi Community Board Meeting Minutes 21 March 2022 (Trim 22032804547)**

**9.4 Health Safety and Wellbeing Report March 2022 – Report to Council Meeting 1 March 2022 – Circulates to all Boards.**

**9.5 Libraries Update – Report to Community and Recreation Committee Meeting 15 March 2022 – Circulates to all Boards.**

**PUBLIC EXCLUDED REPORTS**

**9.6 Passenger Transport Year One – Request to Accept Invited Price – Report to Management Team Meeting 21 March 2022 – Circulates to the Woodend-Sefton Community Board.**

*RECOMMENDATION*

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

- (a) **Receives** the information in Items 9.1 to 9.5.
- (b) **Receives** the public excluded information in item 9.6, which would remain in public excluded and which was circulated separately.

**Note:**

1. *The links for Matters for Information were circulated separately to members.*
2. *Hard copies of the Public Excluded items were circulated separately to members.*

**10 MEMBERS' INFORMATION EXCHANGE**

*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.*

*Any written information submitted by members will be circulated via email prior to the meeting.*

**11 CONSULTATION PROJECTS**

**11.1 Migrant Experiences**

<https://letstalk.waimakariri.govt.nz/migrant-experiences>

**12 BOARD FUNDING UPDATE**

**12.1 Board Discretionary Grant**

Balance as at 4 April 2022: \$5,480.

**12.2 General Landscaping Fund**

Balance as at 4 April 2022: \$12,710.

**13 MEDIA ITEMS**

**14 QUESTIONS UNDER STANDING ORDERS**

**15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

**NEXT MEETING**

The next meeting of the Woodend-Sefton Community Board will be held on Monday 9 May 2022 at 6pm.

**Workshop**

- *Woodend Beach Playground Renewal – Tori Stableford (Greenspace Community Engagement Officer)*
- *Waikuku Concept Plan Update – Martin McGregor (Senior Advisor – Community and Recreation)*
- *Members Forum*

**MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD  
HELD VIA ZOOM ON MONDAY 14 MARCH AT 6.03PM.**

**PRESENT**

S Powell (Chairperson), A Thompson (Deputy Chairperson), A Allen, J Archer, M Paterson P Redmond and S Stewart.

**IN ATTENDANCE**

S Markham (Manager Strategic Projects), K Rabe (Governance Advisor) and E Stubbs (Governance Support Officer)

**1 APOLOGIES**

There were no apologies.

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**3 CURRENT REGISTER OF INTERESTS**

Moved: S Powell                      Seconded: J Archer

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

(a) **Receives** the current Register of Interest.

**CARRIED**

**4 CONFIRMATION MINUTES**

**4.1 Minutes of the Woodend-Sefton Community Board – 15 February 2022**

Moved: J Archer                      Seconded: A Thompson

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

(a) **Confirms**, as a true and accurate record, the circulated Minutes of the Woodend-Sefton Community Board meeting, held on 15 February 2022.

**CARRIED**

**4.2 Matters Arising**

There were no matters arising from the minutes.

**5 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY**

Nil.

**6 ADJOURNED BUSINESS**

Nil.

## 7 REPORTS

### 7.1 Approval of the Woodend-Sefton Community Board Plan 2020-2022– K Rabe (Governance Advisor)

S Powell noted she had provided several updates to be added in the plan such as the redevelopment of the Woodend Beach playground, developing the Waikuku Beach Spatial Plan and preparing for the Woodend – Pegasus Area Strategy.

J Archer requested the removal of the Sefton Domain Advisory Group and the Sefton Township River and Drainage Ratepayer District from his profile as he had not been contacted by these organisations to date. S Markham noted that J Archer was appointed by the Board as their official representatives to these organisations and they can therefore not just be removed from his profile. It was suggested that the organisations be marked at “currently inactive” until such time the Governance Team could verify if they still operate.

A Thompson sought clarity of the layout of the document, and K Rabe confirmed that formatting and layout would resolve when the document was put back into the design programme by the Admin Creative Team after editing was complete.

A Thompson commented that flooding was a focus area of the Board and queried whether it should be included in the Community Board Plan. P Redmond suggested where it could be included, as there was general agreement to adding drainage and flooding issues as a focus.

Moved: J Archer

Seconded: A Thompson

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

- (a) **Receives** report No. 211220203074.
- (b) **Approves** the updated Woodend-Sefton Community Board Plan 2020-2022 (Trim Ref: 220222023864).
- (c) **Authorises** the Chairperson to approve the final version of the Woodend-Sefton Community Board Plan 2020-2022, if any further minor editorial corrections are required.

**CARRIED**

J Archer commented that the Community Board Plan was a good document.

## 8 CORRESPONDENCE

Nil.

## 9 CHAIRPERSON'S REPORT

### 9.1 Chairperson's Report for February 2022

Moved: S Powell

Seconded: P Redmond

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

- (a) **Receives** report (Trim 2220308032751).

**CARRIED**

## 10 MATTERS FOR INFORMATION

- 10.1 Oxford-Ohoka Community Board Meeting Minutes 2 February 2021 (Trim 220208015336)
- 10.2 Rangiora-Ashley Community Board Meeting Minutes 9 February 2022 (Trim 2202090244)
- 10.3 Stockwater Race Bylaw 2022 – Request for Adoption – Report to Council Meeting 1 February 2022 – Circulates to all Boards.
- 10.4 Chairpersons Report for the Period January – December 2021 – Report to Council Meeting 1 February 2021 – Circulates to all Boards.
- 10.5 Chairpersons Report for the Period January – December 2021 – Report to Council Meeting 1 February 2021 – Circulates to all Boards.
- 10.6 Chairpersons Report for the Period January – December 2021 – Report to Council Meeting 1 February 2021 – Circulates to all Boards.
- 10.7 Chairpersons Report for the Period January – December 2021 – Report to Council Meeting 1 February 2021 – Circulates to all Boards.
- 10.8 Wellbeing, Health and Safety Report February 2022 – Report to Council Meeting 1 February 2022 – Circulates to all Boards.
- 10.9 Wastewater Treatment Plant Fencing Contract Completion – Report to Utilities and Roading Committee Meeting 22 February 2022 – Circulates to all Boards.

Moved: J Archer

Seconded: S Stewart

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

- (a) **Receives** the information in Items 10.1 to 10.9

**CARRIED**

## 11 MEMBERS' INFORMATION EXCHANGE

### P Redmond

- Creative Communities were seeking applications for their next round for funding. There was \$86,000 to distribute which included carryover from previous years as there had been reduced applications due to Covid.
- Noted Pegasus had had 147 building consent applications in the 2021 year and Woodend (including Ravenswood) had 214, the fourth and third highest in the district respectively.

### A Thompson

- Attended a meeting with the Council's Greenspace staff regarding the redevelopment plan for Waikuku Beach area. There had been a number of requests for activities, such as beach volleyball and pump track. The next step was a draft plan which would be brought back to the Board for input.
- Noted Council's ongoing work to guard against flooding, including surveying and stopbank repair.

### M Paterson

- Attended site visit at Gladstone Park with the Council's Greenspace Community Assets Officer, Ed Sard, to view flooding issues. Some of the fields may not be useable for winter sport season.
- Noted concern raised by Woodend Beach residents regarding possible sewer overflow contamination. The Council had advised that private well owners needed to fund their own tests.

**S Stewart**

- Commented on ECan change to rating districts and asked whether the Board should support residents with concerns.
- There was a general discussion on issues related to recent flooding and climate change implications and the Council's role with repeat flooding of homes and equipment. It was acknowledged it was a problematic area which spanned several authorities. S Stewart encouraged the Board to request a briefing on the matter.

Moved: Allen

Seconded: A Thompson

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

- (a) **Requests** a briefing in relation to flooding and drainage issues, especially in known flood risk areas within the Board area including, septic tank contamination and flooding at Gladstone Park.

**CARRIED****12 CONSULTATION PROJECTS****12.1 Draft Annual Plan 2022/23**

<https://letstalk.waimakariri.govt.nz/draft-annual-plan-2022-23>  
Consultation closes 4 April 2022.

**12.2 Migrant Experiences**

<https://letstalk.waimakariri.govt.nz/migrant-experiences>

**12.3 E-Scooters**

<https://letstalk.waimakariri.govt.nz/e-scooter-trial>

Consultation will run throughout the trial and closes in April 2022.

S Markham provided an update on the Council submission to ECan's draft Annual Plan 2022/23, which was currently out for consultation. He would circulate slides of the Council's draft submission to the Mayor and Board Chairs for review. The draft submission would thereafter be submitted to the Council for input prior to the final submission going to the 5 April 2022 Council meeting for ratification. S Markham noted after reviewing the Council submission, the Board had the option to support the Council's submission or draft its own.

S Powell noted that she had sent a number of questions to ECan regarding their draft Annual Plan 2022/23, however had no reply to date. S Markham undertook to follow-up with ECan regarding replies to the questions.

**13 BOARD FUNDING UPDATE****13.1 Board Discretionary Grant**

Balance as at 28 February 2022: \$5,480.

**13.2 General Landscaping Fund**

Balance as at 28 February 2022: \$12,710.

The Board noted the funding update and the need to encourage groups to apply for grants before the end of the financial year. P Redmond asked if the discretionary funding would be carried over to the following financial year. K Rabe noted that usually discretionary and general landscaping funding would be carried over. However, if the carryover amounts remained high the Council may opt not reduce the Community Boards usual allocations

**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 Woodend-Sefton Community Board will be held on Monday 11 April 2022 at 6pm.

**Workshop**  
(6.50pm – 7.09pm)

- *Annual Plan Submissions*  
*After reviewing the Council's submission to ECan's Annual Plan the Board may decide to support the Council or to submit on its own behalf depending on responses to questions asked.*  
*Items to be included in WDC Annual Plan submission:*
  - *Community Hub*
  - *Stormwater and flooding upgrades in Kaiapoi*
  - *Roading including rural gravel road safety and maintenance*
  - *Gravel walkway between Pegasus and Woodend*
  - *Timeframe for Pegasus Community Facility*

*Members Forum*

*Update on Pegasus Lake and recent meeting with the Templeton Group*

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 7.09pm.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

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

**FILE NO and TRIM NO:** RES-04 / 220331048639

**REPORT TO:** WOODEND-SEFTON COMMUNITY BOARD

**DATE OF MEETING:** 11 April 2022

**AUTHOR(S):** Grant Reburn - Parks and Recreation Operations Team Leader

**SUBJECT:** Future of Shelterbelt Hedge – Park Terrace, Waikuku

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

  
\_\_\_\_\_  
Department Manager

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

**1. SUMMARY**

- 1.1 This report seeks a decision from the Board on the future of the Macrocarpa Shelterbelt hedge located on Park Terrace, Waikuku. The hedge has been maintained by Council for a number of years (recently being transferred to Greenspace from the Roding team) however the local residents have requested a decision on its future status.
- 1.2 A consultation process with residents has been carried out with suggested options outlined for the shelterbelt. The consultation results saw the majority of residents supporting removal of the shelterbelt.
- 1.3 The recommended option of this report is to remove the Macrocarpa hedge located to the west and between 14 and 34 Park Terrace subject to funding. The hedge site would then be planted with suitable native low growing plant species to a distance of 1m from the seal edge, as outlined in a landscape plan included within this report. This would create a more manageable and cost effective outcome for the community and allow a space for pedestrians to walk and from which maintenance can be undertaken.
- 1.4 The financial implications for the hedge removal, replanting and mulching of the site are estimated at \$105,000. This would be an additional cost of approximately \$85,000 more than an 18 month hedge prune cost that would normally occur. An additional \$30,000-40,000 of capital funding will be required if a footpath is included in any solution. This money would need to be approved through the next LTP.
- 1.5 There are a number of social risks surrounding the recommended hedge option including people feeling that there is a loss of vegetation amenity, potential increase in wind exposure and changes in perceived privacy. Staff have identified options to mitigate the risks with replacement planting using native species and the addition of a footpath.
- 1.6 The consultation around the hedge options took place between 25 June and 19 July 2021 and attracted 50 submissions.

**2. RECOMMENDATION**

**THAT** the Board:

- (a) **Receives** Report No. 220331048639.
- (b) **Approves** the removal of the Macrocarpa hedge located to the west of and between 14 and 34 Park Terrace.



- (c) **Approves** the concept plan for native planting replacement plan as noted in section four under staff preference option three.
- (d) **Notes** the delegation for removal of the hedge sits with the Community Board, however funding to action this would require Council approval.
- (e) **Notes** that funding will be considered as part of the 2024 Long Term Plan.
- (f) **Notes** that Staff have recommended option 3.
- (g) **Notes** that the hedge would be maintained at Health & Safety levels until its removal in 2024/25.

### 3. **BACKGROUND**

- 3.1 In May 2021 Greenspace staff were approached by residents of Park Terrace in Waikuku who had requested that the Macrocarpa hedge along that road be trimmed.
- 3.2 The maintenance of this hedge had in the past been carried out periodically by the Roading Department who manage the land that the hedge is located on but recently the Greenspace Department had taken over the maintenance responsibility.
- 3.3 The hedge as shown in the image below is located on Road Reserve and is adjacent to and extends between 14 and 34 Park Terrace. It is approximately 264 m long, 6-8 metres high and 8-10 metres wide.



- 3.4 Staff had arranged for contractors in consultation with the Roading Department to undertake trimming of the hedge. This was to improve height aspects that residents had wanted addressed and to trim back the hedge facings on the roadside.
- 3.5 The trimming work was due to commence but a resident requested that this be put on hold and that more in depth consultation with affected residents be undertaken first.

- 3.6 Engagement was undertaken with Waikuku residents to understand what the community would like to see happen with the hedge. The results of this consultation are covered below.

#### 4. ISSUES AND OPTIONS

- 4.1. The consultation for 'Let's Talk about a Shelterbelt at Waikuku Beach was carried out from Friday 25 June until Wednesday 19 July 2021.
- 4.2. This was a Waikuku Beach community targeted engagement that asked for a preference and feedback on three options. Tools used included:
- Bang the Table Consultation Page (online engagement platform)
  - Door knocking of residents living directly opposite the hedge
  - Let's Talk Flyers dropped to all PO Boxes at the Waikuku General Store
  - Let's Talk Flyers posted to absentee land owners
- 4.3. **The community were asked to respond to this question:**

'What do you think about the Macrocarpa shelterbelt along Park Terrace in Waikuku Beach'.

**The options submitters could choose from were:**

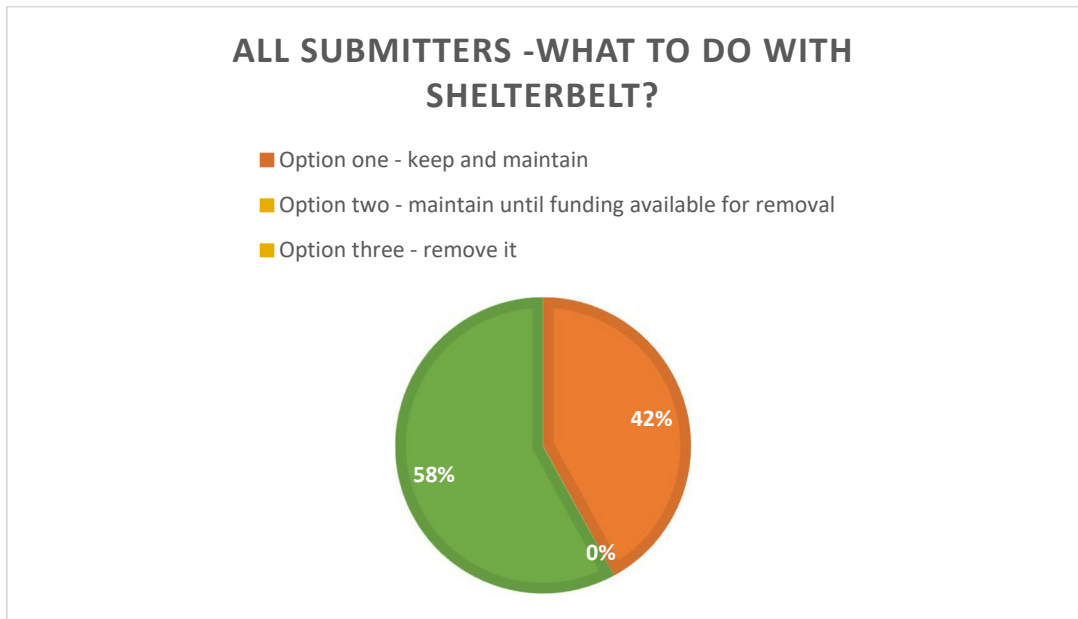
- **Option one:** Continue to maintain the hedge at a cost of approximately \$20,000 for the first trim and then \$10,000-\$15,000 every 18 months.
- **Option two:** Continue to maintain the hedge until funding is available to remove it.
- **Option three:** Investigate funding options to remove the hedge within the next few months before any tree trimming needs to take place.

Submitters were also asked to provide any feedback on the proposal.

#### **Feedback on options – all submissions**

- 4.4. At the close of the consultation period, we received 50 submissions. Of those submissions there were 21 in support of option one and 29 in support of option three. There were no submitters who selected option two.

Option	Number in support	Percentage
<b>One</b> - Continue to maintain the hedge at a cost of approximately \$20,000 for the first trim and then \$10,000-\$15,000 every 18 months.	21	42 %
<b>Two</b> - Continue to maintain the hedge until funding is available to remove it.	0	0%
<b>Three</b> - Investigate funding options to remove the hedge within the next few months before any tree trimming needs to take place.	29	58 %
<b>Total</b>	<b>50</b>	<b>100 %</b>



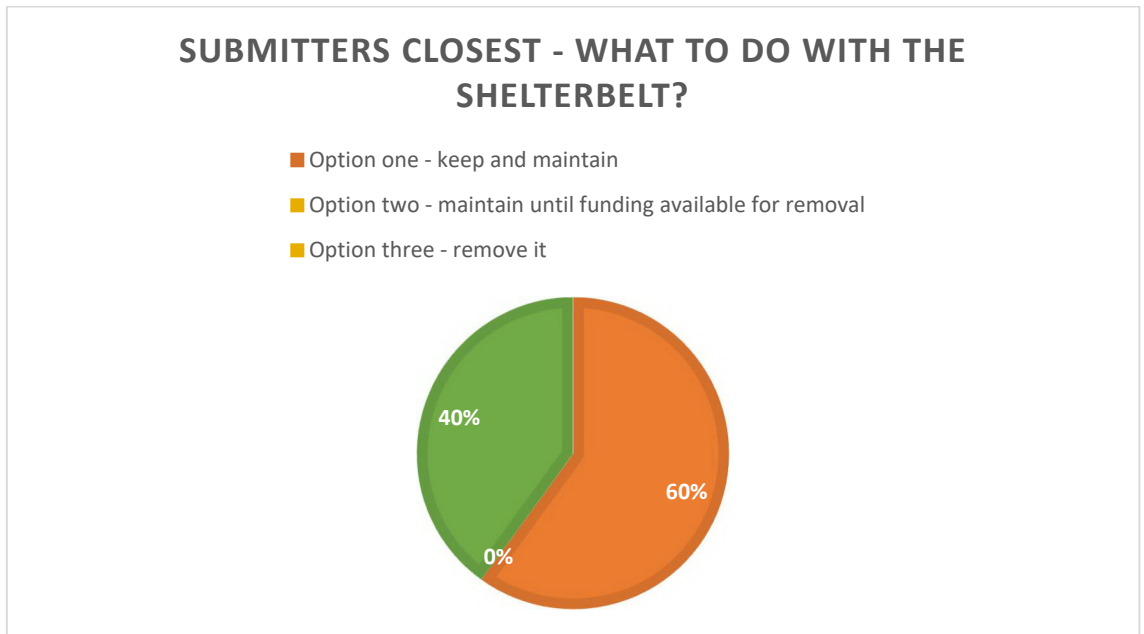
#### Feedback on options – from those located closest to the shelterbelt

- 4.5. In order to understand the views of those located directly opposite the hedge, submitters were contacted via email to also check whether they lived or owned properties on Park Terrace in order to analyse the feedback further.

Those contacted were submitters who had not already indicated in their written submission where they lived, and who had provided a contact email address.

Of those 10 submissions received from residents located closest to the shelterbelt (on Park Terrace directly opposite the hedge and the closest property on Waikuku Beach Road), there were 6 in support of option one and 4 in support of option three. There were no submitters who selected option two.

Option	Number in support	Percentage
<b>One</b> - Continue to maintain the hedge at a cost of approximately \$20,000 for the first trim and then \$10,000-\$15,000 every 18 months.	6	60 %
<b>Two</b> - Continue to maintain the hedge until funding is available to remove it.	0	0%
<b>Three</b> - Investigate funding options to remove the hedge within the next few months before any tree trimming needs to take place.	4	40 %



4.6. For these 10 submitters, the most common reasons for choosing option one to keep the hedge were:

- Hedge provides a good wind break (4 comments)
- Provides privacy (2 comments)
- Children enjoy playing in the hedge (2 comments)
- The hedge is a piece of history (1 comment)
- The hedge has been there for longer than existing properties (1 comment)
- We should be retaining trees not removing them (1 comment)

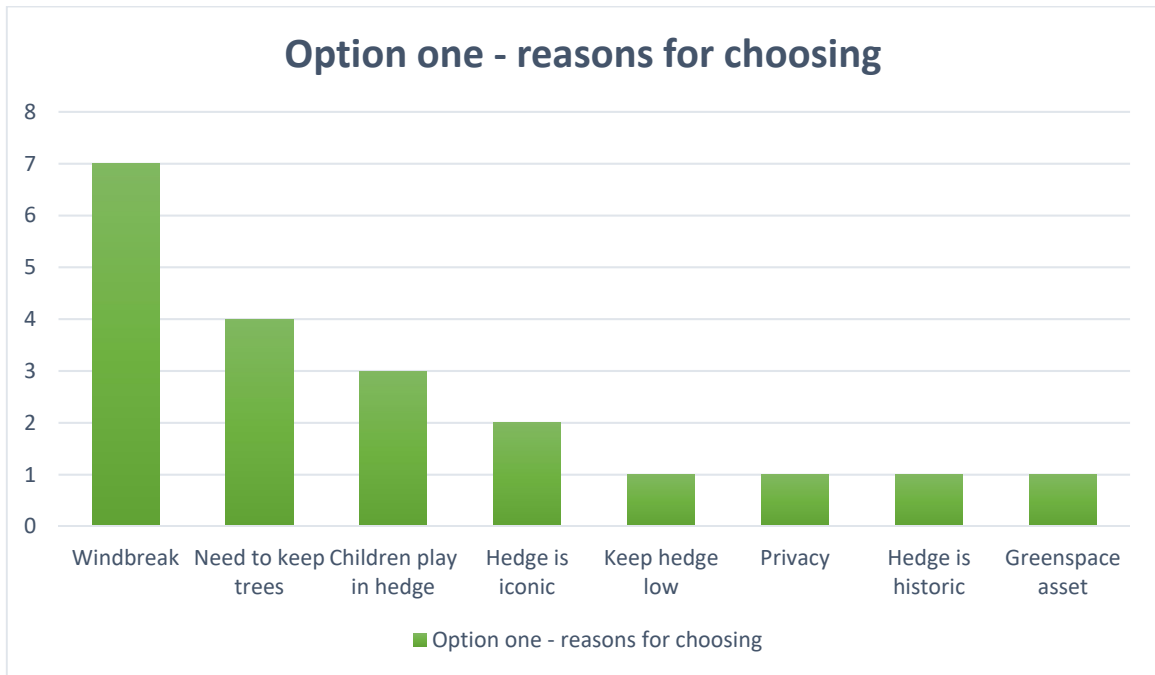
4.7. For these 10 submitters, the most common reasons for choosing option three to have it removed were:

- It will provide more sunlight for properties along Park Terrace (2 comments)
- The cost and inconvenience of regular maintenance is unsustainable (1 comment)
- It will provide views to the wetland and Southern Alps (1 comment)
- Will stop the road from staying icy (1 comment)
- The hedge is a fire risk (1 comment)

**Common Themes from all of the community feedback**

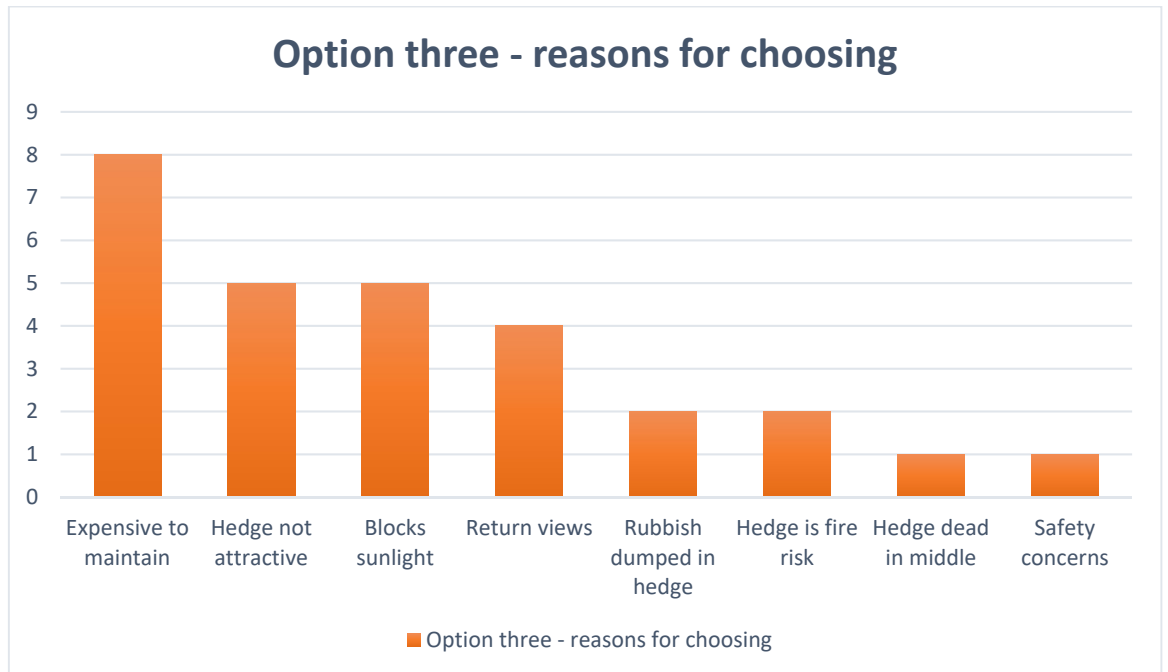
4.8. **Option one** - Continue to maintain the hedge at a cost of approximately \$20,000 for the first trim and then \$10,000-\$15,000 every 18 months.

Reasons for choosing this option	No. of comments
Provides a good windbreak	7
Need to keep trees not remove them	4
Children enjoy playing in the hedge	3
Macrocarpa hedges are iconic to this area	2
Lower the hedge as much as possible to improve sunlight	1
Hedge provides good privacy	1
The hedge is a piece of history	1
The hedge is an asset to the greenspace	1



- 4.9. **Option two:** This option was not supported and has therefore not been considered further. Ongoing maintenance costs are indicated under Option One.
- 4.10. **Option three:** Investigate funding options to remove the hedge within the next few months before any tree trimming needs to take place.

Reasons for choosing this option	No. of comments
Maintaining the hedge too expensive	8
The hedge is not attractive	5
The hedge blocks all the sunlight – icy / moss covered road	5
Removing the hedge will return views	4
The hedge is currently used for dumping rubbish	2
Hedge is a fire risk	2
Hedge is dead in the middle and needs removing	1
Safety concerns with the hedge encroaching onto the road	1



#### Other issues raised from all submissions

- 4.11. **Excessive Cost** - 13 comments were made with concerns that the cost to trim or remove the hedge was excessive, or that ongoing trimming was a waste of ratepayer money. Cost was of concern to these submitters.

There were also some cost saving suggestions:

- Offer the hedge to a fire wood provider to remove and keep the wood to reduce costs.
- Consider removing just the lower branches to allow room for walking and allowing sunlight in.

#### Staff Comments on this

Staff will consider approaching firewood merchants to gauge if there is any interest in the hedge wood.

Removal of just the lower branches to allow walking space and sunlight would have obvious benefits but will still mean on-going maintenance costs. This course of action will not satisfy those residents that want the hedge removed.

- 4.12. **Future plantings** - There were 11 comments made about what species to use if the hedge was removed and replanted, of these 10 made requests for native plantings and 1 request was made for exotic species. Some suggested this could be an opportunity for a community planting event. There were also 3 requests made for a community garden / greenspace area.

#### Staff Comments on this

If the hedge is removed staff would support replanting with low growing native trees and shrubs. The species used would be low maintenance and be of a height that does not provide shading impact on adjacent resident properties or issues with traffic view shafts.

Roading staff have advised that plantings within road reserve need to be low growing and not present a risk to road users. This would mean that larger trees would not be appropriate in this area.

- 4.13. **Weighting of community views** - Six submitters felt that the views of those living directly opposite the shelterbelt, should be considered with more weighting as they are most affected.

Staff comments on this

This is something that the Board would need to consider. Staff believe that it is difficult to determine how much individual residents may be affected or not by the shelterbelt.

**Footpath** - Six comments were made in relation to the desire to have a footpath instead of the hedge or who commented about the lack of a footpath. There is no footpath along this section of Park Terrace.

Staff comments on this

- 4.14. Greenspace staff have discussed this with the Roding Department who have advised that there is currently no budget allocated for new footpaths in beach settlements. Furthermore beach settlements have an amenity or character that is supportive of low speeds, swales for drainage and footpath are not generally provided, except for linking high demand or recreational areas. As such footpaths would not be provided in an area such as this.
- 4.15. **Fire Risk** – Four people thought the hedge in its current state posed a fire risk (2 comments made from option 1 and 2 comments made from option 3).

Staff comments on this

Low-flammability species could be considered if the hedge is removed and a new planting plan created.

- 4.16. **Dumping** - Three people commented that the hedge is used to dump rubbish and grass clippings underneath it.

Staff comments on this

Staff confirm that this does occur fairly regularly and there are also structures built in the hedge from time to time.

### **Staff Preference**

After analysing the submissions the staff preference is **Option 3** that the majority of submitters supported.

Since the submissions were received staff have investigated funding options to remove the hedge before any tree trimming needs to take place. A Landscape plan has been prepared showing what would replace the hedge and takes into consideration the aspects of the current hedge that the immediate neighbours have asked to be retained, such as wind break and privacy.

In relation to this given there may be a time delay before funding is approved for any work, staff believe that there would be no problem if trimming was deferred until the 2022/23 financial year.

A Landscape plan showing treatment of the area where the Hedge would be removed is shown below;





A 1m wide grass strip will be kept between the road edge and the planted area to provide an area off the road that can be utilised for maintenance or general access. This would not be an official pedestrian walkway as it is narrow but would suit the rural character of the surrounds.

There would be approximately 1300 native shrub and tree species planted on the site that is currently occupied by the hedge. The cost of this planting would be in the vicinity of \$15,000 including supply of plants, tree guards and mulch.

**5. Implications for Community Wellbeing**

There are implications for community wellbeing by the issues and options that are the subject matter of this report.

These mainly relate to the amenity, views, shading and wind that the shelterbelt impacts on with residents living nearby.

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

**6. COMMUNITY VIEWS**

**6.1. Mana whenua**

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

**6.2. Groups and Organisations**

There are resident's groups likely to be affected by, or to have an interest in the subject matter of this report. The interests will centre around any concerns or impacts addressed in this report that residents may be subject to depending on the decision taken. Examples



include but are not limited to affects on amenity, views, shelter, ice and privacy that the hedge has a bearing on.

### 6.3. **Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report. From submission feedback received the hedge is mostly of interest to nearby residents.

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

### 7.1. **Financial Implications**

There are financial implications of the decisions sought by this report.

A decision to remove the shelterbelt hedge will incur estimated costs to Council of \$105,000 that would need to be sought from future budgets. This \$105,000 is broken down as follows:

- \$85,000 to remove the hedge
- \$20,000 for replanting and mulching of the area
- Note that the end operational cost of this would then be absorbed within Council's Reserve Maintenance contract. A native planting of this nature would in time need far less maintenance than is currently occurring with the trimming of a hedge. Staff anticipate operational savings throughout the lifespan of this asset.

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

The recommendations in this report do not have sustainability or climate change impacts. If a decision is made to remove the shelterbelt hedge it will be replaced with native trees or shrubs which will eventually negate any environmental impacts of hedge removal. Planting of this type may add benefit for fauna habitat and food source for birds in particular.

### 6.3 **Risk Management**

There are potentially social risks arising from the adoption/implementation of the recommendations in this report. There will be residents who are impacted in a social sense should the shelterbelt be removed and similarly if it is not removed this will cause potential frustration and impacts on other residents. These risks may be mitigated through on-going conversations around what can be put in place if the shelterbelt is removed.

One specific risk that has been raised in 2 comments by submitters in support of Option 3 shelterbelt removal;

- The hedge is not seen as an immediate fire risk
- There has been suggestion that the hedge contributes to ice patches on the road, a change in the hedge treatment may mitigate this, however outside of the feedback on this engagement, it has not been an area noted for ice build-up.

#### Staff Comment

Council has a number of shelterbelt hedges that it manages throughout the District. There has only been one fire at Sefton Domain related to a Macrocarpa hedge that staff are aware of in the past 10 years. Although there is a risk of fire if the decision was made to remove the hedge that risk would be reduced and any replacement planting would be native shrub species of low flammability.

There is a risk that a utility provider may wish to install services within the road reserve which necessitates the removal of the planting. This is considered to be a low risk.

#### **Health and Safety**

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

There are risks related to the physical work at a later stage if hedge removal

In terms of icy roads and shading that have been raised as a current concern, the removal of the shelterbelt would assist with mitigating these risks. If any future planting is approved it will only be species of a suitable height to ensure ice and shade are not an issue.

## 8. **CONTEXT**

### 8.1. **Consistency with Policy**

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

### 8.2. **Authorising Legislation**

8.3. The Local Government Act 2002

### 8.4. **Consistency with Community Outcomes**

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

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

*There is a safe environment for all*

### 8.5. **Authorising Delegations**

The Woodend – Sefton Community Board has delegated authority to approve this report.

**WAIMAKARIRI DISTRICT COUNCIL**

**REPORT FOR DECISION**

**FILE NO and TRIM NO:** RES-20 /220328046473

**REPORT TO:** Woodend Sefton Community Board

**DATE OF MEETING:** 12<sup>th</sup> April 2022

**AUTHOR(S):** Martin McGregor, Senior Advisor Community and Recreation

**SUBJECT:** Waikuku Beach Reserve Spatial Plan

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

  
\_\_\_\_\_  
Department Manager

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

**1. SUMMARY**

- 1.1 The purpose of this report is to seek the support of the Woodend Sefton Community Board for the creation of a Waikuku Beach Reserve spatial plan.
- 1.2 This report also seeks approval from the Woodend Sefton Community Board to consult with the Waikuku Community regarding ideas and proposals that should be considered as part of the spatial plan.
- 1.3 In 2021 Council received a number of proposals for new facilities to be developed in the Waikuku Beach Reserve area. To date requests have been made of Council for space to be made available for a Clubrooms (Northside Board Riders Club), a beach volleyball court and a pump track. The Waikuku Beach Surf Lifesaving Club is also weighing up options relating the future of their clubrooms.
- 1.4 The Waikuku Beach Reserve has a number of lease holders and regular user groups and is an important asset to the Waikuku Community. To ensure informed decisions are made in a coordinated and consultative manner, a spatial plan is necessary to deliver the best immediate and long term use of the reserve area. This spatial plan will be in line with the objectives and policies of the Waikuku Beach Reserve Management Plan 2010.

Attachments:

- i. Waikuku Beach Reserve Spatial Plan Action Plan - 220328046473

**2. RECOMMENDATION**

THAT the Woodend Sefton Community Board:

- (a) **Receives** report No. 220328046473.
- (b) **Supports** the attached Action Plan for the creation of a Waikuku Beach Reserve Spatial Plan.
- (c) **Approves** the undertaking of community engagement to identify all proposals for inclusion the Waikuku Beach Reserve.

- (d) **Notes** that the scope of this plan is to allocate space for current and future activities on the reserve only.
- (e) **Notes** that there is no allocated budget in the LTP for Council contribution to the activities and infrastructure that may be included in the spatial plan. Funding would need to be sought through the 2024 LTP.
- (f) **Notes** that the spatial plan will be created in line with the Waikuku Reserves Management Plan 2010 and does not supersede this document.
- (g) **Notes** that the adoption of the spatial plan does not constitute final approval for the construction of any proposed new facilities and that all normal consenting and/or leasing processes must be followed.

### 3. **BACKGROUND**

- 3.1 During 2021 elected members and staff were approached by a number of individuals or groups wishing to develop new activities within the Waikuku Beach Reserve Area. These activities all required an allocation of space within the reserve. To ensure that the purpose of the reserve is retained and the functionality of the area is considered a coordinated approach to planning the use of the reserve is required.
- 3.2 New activities that have been proposed for the reserve include beach volleyball, a pump track and club rooms for North Side Board Riders Surfing Club. These proposals have been brought to Council through approaches to both elected members and staff.
- 3.3 The Waikuku Surf Lifesaving Club is currently considering options for either the upgrade or rebuild of their building. The Surf Club's existing building is short on equipment storage space and is in need of a cosmetic refresh. The Waikuku Beach Surf Lifesaving Club Submitted to the 2021 LTP informing Council of a number of concept designs under consideration.

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

- 4.1. The groups or individuals that have approached Council to date are all in the early stages of developing their ideas. This has meant that they do not have any detailed plans or specifications for their ideas. This does present some challenges in determining their exact requirements. Further engagement by Council staff and planning by the groups will be required to determine their needs and potential impact on the Reserve.
- 4.2. Without detailed plans the costs associated with the implementation of any proposals is still unknown. The viability of the projects will need to be assessed once the costs have been identified and an assessment of fund raising capability has been completed.
- 4.3. Council does not have money allocated in the LTP for contribution to any of the current projects identified. Expectation of the groups will need to be managed regarding Council's ability to make a financial contribution. There may be an expectation from the interested parties that the inclusion in the spatial plan may indicate a financial commitment from Council and/or supersede additional approvals or consents required from Council.
- 4.4. There may be other ideas or initiatives within the community that also need consideration but are not known to Council staff or Elected Members. In order to ensure that we are aware of all ideas that need consideration further canvassing of the community through a consultation process is required.
- 4.5. Through the community engagement process other issues may be raised with Council that the community wish to engage with Council on. For the avoidance of any doubt the scope of the plan will encompass the reserve areas indicated below and covered by the Waikuku

Beach Reserve Management Plan 2010 (excluding the campground). This will be communicated clearly through the community engagement process.



### **Implications for Community Wellbeing**

There are implications on community wellbeing by the issues and options that are the subject matter of this report. The creation of a special plan will enable more opportunities for the community to participate in physical activity. Physical activity has a positive impact on individual's physical health and mental wellbeing. Gathering formally or informally to participate in physical activity also creates opportunities for social interaction and strengthens communities.

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

## **5. COMMUNITY VIEWS**

### **5.1. Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to be affected by, or have an interest in the subject matter of this report. Any new activities or infrastructure will need to be consistent with the existing Reserve Management Plan therefore will not result in any significant change in use of the area. However Te Ngai Tuahuriri hapu may have an interest due to a number of important ecological and cultural sites in the vicinity of the reserve. If consultation is approved. Staff will submit a project brief to the Rununga through Mahaanui Kurataiao for their feedback as part of the consultation phase as per Council's MOU with the Rununga,

### **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. There are a number of groups that have land leases or are existing users of the area which may have an interest in this process these include:

- Waikuku Beach Surf Life Saving Club
- Northside Board Riders Club
- Waikuku Boxing Club
- Surf Wise Surf School.
- Waikuku Beach Holiday Park
- Waikuku Beach Play Centre
- Waikuku Beach Volunteer Fire Service

## 5.2. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. The Waikuku Reserve is an informal recreation space for the wider Waikuku Community, with a number of informal groups accessing the beach and estuary areas via the transport routes and carparks. These include but are not limited to; local residents, horse riders, surfers, white baiters and kite surfers. Waikuku is also visited by residents outside the Waikuku Township for access to the beach and estuary including the patrolled beach area. Activities that may alter the accessibility of certain areas or change the demand on infrastructure at certain times such as parking may generate interest in this process from casual users.

Local residents who utilise the reserve area as a recreation space will also have an interest in this process and any enhancements that may be planned or any impacts that may occur on their existing use.

Due to the variety of users of this area initial consultation is proposed to canvas the community for ideas and proposals to ensure the plan is well informed and all relevant ideas and plans are considered. The community will then be consulted on the draft spatial plan once it is developed.

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

### 6.1. **Financial Implications**

There are not financial implications of the decisions sought by this report. The development of this spatial plan does not commit Council to any financial commitments and there is currently no associated budget included in the LTP. However the completion of this plan may lead to a bid for funding in the 2024 Long Term Plan by either staff or the community. The nature of any bid will not be known until the completion of this process therefore it is not possible at this time to determine what the funding may be for or where it should come from. Staff will bring this information to the board when tabling the plan for final approval.

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

The recommendations in this report do not have sustainability and/or climate change impacts. However given the number of high value environmental areas in the vicinity, the impact on these areas will need to be considered through this process and factored into any criteria related to identifying infrastructure for inclusion in the plan.

### 6.3. Risk Management

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

The canvassing of the community for projects that may require space within the reserve may bring to the surface ideas that are not compatible with each other. There is a risk that without a clear outcome and criteria that conflict may arise on what to include.

The delivery of any projects included in a spatial plan will rely heavily on the ability of volunteers to finance and deliver these projects. The expectations of the community may not align with the timeframes and capability of the groups or individuals to deliver. There is a risk that community expectations may be raised but a particular project may not come to fruition or may not be delivered in a palatable timeframe.

The community or groups may see the inclusion in the spatial plan as full and final approval from Council. Projects may require leases or building consents and final designs will need to be assessed for compatibility and environmental impact. Staff will ensure that groups are aware of this during the consultation/design process.

#### **Health and Safety**

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

The planning and layout of activities will need to consider how they interact with existing activities and what health and safety challenges they may pose to the public once operational.

## 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

Reserve Management Act 1977

### 6.3 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, and reflect cultural identity**
  - 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.
  - Public spaces express the unique visual identity of our district.
- **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 and cultural 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
  - The Council makes known its views on significant proposals by others affecting the District's wellbeing
  - Opportunities for collaboration and partnerships are actively pursued.
- **People's needs for mental and physical health and social services are met**
    - There are wide ranging opportunities to support people's physical health, social and cultural wellbeing.

#### **7.4 Authorising Delegations**

The Woodend Sefton Community Board have the delegation to approve the recommendations contained within this report.



## Waikuku Beach Reserve Spatial Plan-Action Plan

Action		Key Task		Key Action Gateway	Timing	Parties involved
1	Community Board Decision Paper	1.1	Support for action plan and process.	Staff Community Board Report deadline March 31.	April 2022	<ul style="list-style-type: none"> <li>Senior Advisor Community and Recreation</li> </ul>
		1.2	Approval for public consultation.	Community Board approval April 11 <sup>th</sup> meeting	April 2022	<ul style="list-style-type: none"> <li>Senior Advisor Community and Recreation</li> <li>Community Board</li> </ul>
2	Community Engagement	2.1	Prepare community engagement	Creation of Engagement Plan by April 31 <sup>st</sup> .	April 2022	<ul style="list-style-type: none"> <li>Communications and Engagement Team</li> <li>Senior Advisor Community and Recreation</li> </ul>
		2.2	Conduct community engagement	Engagement process complete by 13 <sup>th</sup> June.	May/June 2022	<ul style="list-style-type: none"> <li>Communications and Engagement team</li> </ul>
		2.3	Collate information received from survey.	Feedback documented by June 30 <sup>th</sup> .	June 2022	<ul style="list-style-type: none"> <li>Communications and Engagement team</li> <li>Senior Advisor Community and Recreation</li> </ul>
3	Develop Draft Spatial Plan	3.1	Create criteria for what activities to include in the spatial plan.		July 2022	<ul style="list-style-type: none"> <li>Senior Advisor Community and Recreation</li> <li>Greenspace Design and Planning Team</li> </ul>
		3.2	Identify themes or complimentary activities and identify opportunities for collaboration.		July 2022	<ul style="list-style-type: none"> <li>Senior Advisor Community and Recreation</li> <li>Greenspace Design and Planning Team</li> </ul>
		3.3	Work with activity leader/s to understand details and determine requirements and viability of proposals.		July 2022	<ul style="list-style-type: none"> <li>Senior Advisor Community and Recreation</li> </ul>
		3.4	Apply criteria to projects for inclusion in spatial plan.		July 2022	<ul style="list-style-type: none"> <li>Senior Advisor Community and Recreation</li> </ul>
		3.5	Work with planning and design team to create draft spatial plan.	Completed 25 <sup>th</sup> July.	July 2022	<ul style="list-style-type: none"> <li>Senior Advisor Community and Recreation</li> <li>Greenspace Design and Planning Team</li> </ul>
4	Community Board Decision Paper	4.1	Present draft spatial plan to Community Board for feedback.	Staff Community Board report staff deadline 28 <sup>th</sup> July.	August 2022	<ul style="list-style-type: none"> <li>Senior Advisor Community and Recreation</li> </ul>
		4.2	Seek approval for public consultation on draft spatial plan.	Community Board approval August 8 <sup>th</sup> meeting.	August 2022	<ul style="list-style-type: none"> <li>Senior Advisor Community and Recreation</li> <li>Community Board.</li> </ul>
5	Community Engagement	5.1	Prepare community engagement plan	Completed 31 <sup>st</sup> August	September 2022	<ul style="list-style-type: none"> <li>Communications and Engagement Team</li> <li>Senior Advisor Community and Recreation</li> </ul>
		5.2	Conduct community engagement	Completed 30 <sup>th</sup> September.	September 2022	<ul style="list-style-type: none"> <li>Communications and Engagement Team</li> </ul>
		5.3	Collate feedback received from consultation	Documented by 21 <sup>st</sup> October.	October 2022	<ul style="list-style-type: none"> <li>Communications and Engagement Team</li> <li>Senior Advisor Community and Recreation</li> </ul>
6.	Create Final Spatial Plan	6.1	Work with planning and design team to consider feedback and make adjustments against criteria.		October/November 2022	<ul style="list-style-type: none"> <li>Senior Advisor Community and Recreation</li> <li>Greenspace Design and Planning Team</li> </ul>
		6.2	Design and Planning team to produce final spatial plan document.	Plan completed November 31 <sup>st</sup>	November 2022	<ul style="list-style-type: none"> <li>Greenspace Design and Planning Team</li> </ul>
7.	Community Board Decision paper	7.1	Present final plan to Community Board for approval.	Community Board report staff deadline TBC. Community Board decision December Meeting	December 2022	<ul style="list-style-type: none"> <li>Senior Advisor Community and Recreation.</li> <li>Community Board</li> </ul>
8.	Communicate Plan	7.2	Communicate Plan to internal and external interested parties, archive for future reference.		December 2022	<ul style="list-style-type: none"> <li>Senior Advisor Community and Recreation</li> </ul>

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

**FILE NO and TRIM NO:** TRIM Number 220113003137

**REPORT TO:** WOODEND-SEFTON COMMUNITY BOARD

**DATE OF MEETING:** 11 April 2022

**AUTHOR(S):** Andy Coker, Community Facilities Team Leader and Tara King, Senior Community Engagement Specialist

**SUBJECT:** Sefton Public Hall Society – Sefton Domain - Lease

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

  
\_\_\_\_\_  
Department Manager

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

**1. SUMMARY**

- 1.1. The purpose of this report is to seek approval of a Lease for the Sefton Public Hall Society in Sefton Domain at 2 Vaughan Street in Sefton.
- 1.2. The Sefton Public Hall Society own the hall currently located at 591 Sefton Road in Sefton. This hall was damaged in the 2010/11 Canterbury Earthquakes. In January 2020 a feasibility study recommended that the hall is not economic to repair and no longer fit for purpose, so a new hall should be built instead. Sefton Domain, was recommended as the best site in the township to locate a new facility. This being so the Committee could raise capital from the sale of land and also means they could build alongside the Council who currently have the Sefton Pavilion located on the domain. Part of this project would encompass the Levels of Service for the Council by providing a publicly accessible toilet and changing room for sports users.
- 1.3. The Sefton Public Hall Society made an application to Council to demolish the existing pavilion building at the Sefton Domain and to lease this space to build a new community facility. The aim of this building is to develop a space that can be used by the local community and is fit for purpose. This includes speaking with current domain users, in particular Sefton cricket club who utilise the asset. A letter of support was put forward by the cricket club for the proposed new building.
- 1.4. Indicative costs for the demolition of the old pavilion building and the construction of a new facility are around \$1.37m. The Council approved funding of \$200,000 in the Long Term Plan 2021 – 2031 towards the new facility. The Sefton Public Hall Society are intending on selling the existing hall and the associated land they own and fundraising for the remaining costs to complete this new facility. This also includes the former Sefton Library. Staff are now working with the Committee on this project and are hopeful that this can now be resolved.
- 1.5. As part of the application for a lease and in accordance with the Reserves Act 1977, this request was publicly advertised in the local newspaper, online on the Council 'let's talk' page and via temporary signage at Sefton Domain. Community feedback on this lease application was sought for a calendar month.
- 1.6. Following community consultation, 14 submissions were received. All submitters were in general support (100%) of the lease application.

**Attachments:**

- i. Sefton Domain Consultation leaflet and feedback form (Trim: 220112002645)

- ii. Sefton Public Hall Society Draft Plan – Sefton Domain (Trim: 220113003130)
- iii. Sefton Community Hall Feasibility Study – (Trim: 201202163711)

## 2. RECOMMENDATION

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

- (a) **Receives** Report No. TRIM number 220113003137.
- (b) **Approves** staff finalising a Lease with the Sefton Public Hall Society based on the Council's standard terms and conditions, the attached plan and the reference conditions listed within this report.
- (c) **Notes** that any lease would be subject to a two year period to enable the Hall Committee time to raise the additional funds it needs for the project. A funding plan is being developed for the committee to assist them in approaching other funders.
- (d) **Notes** that any works to the current pavilion would not be undertaken until such time as the finalised plan is approved via the Woodend Sefton Community Board and proof of funding and contractor engagement is supplied to Council.
- (e) **Notes** that all responses received during the consultation period have been generally supportive of this development.
- (f) **Notes** that if the lease is approved the Sefton Public Hall Society will be responsible for funding the remaining costs in order to demolish the existing pavilion and construct the new community facility in Sefton Domain.
- (g) **Notes** that any trees near the proposed lease area and the war memorial would be protected during any construction, by the Sefton Public Hall Society.
- (h) **Notes** staff can include any further special conditions requested by the Board.

## 3. BACKGROUND

- 3.1. Sefton Hall is currently located at 591 Upper Sefton Road in Sefton. It was originally built in 1888 as an indoor skating rink and was purchased by the Sefton Public Hall Society in 1935. In 1961, it was condemned for its inadequate toilets and it was then replaced with the existing hall, following fundraising efforts in 1966. The hall is in the style of a traditional rural hall, with a large hall and stage, meeting room and large kitchen.
- 3.2. The hall was damaged in the 2010/11 Canterbury Earthquakes and the hall committee undertook a feasibility study in January 2020 to help decide whether they should invest in repairing the hall or build a new hall on the current site or elsewhere. They also collected feedback from the community via a survey to understand community views on the hall.
- 3.3. In Summary, the feasibility report found that:
  - There is sufficient need for a community hall in Sefton
  - The existing hall is not economic to repair and no longer fit for purpose
  - A new hall should be constructed
  - Sefton Domain, the site of the existing pavilion would be the best site in the township to locate a new facility
  - The facility should broadly include the components outlined in the preliminary schedule (changing rooms, kitchen, hall, meeting room, storage etc)

- Indicative costs for the new hall are \$1,377,500.00
  - The Sefton Public Hall Society have existing funding, plus the potential sale of the land from the existing hall site to contribute to the build of a new facility on the domain site and will pursue external funders
  - The Sefton Public Hall Society are best placed to own and manage the new hall
  - That the hall is expected to be financially self-sustaining.
- 3.4. The current hall is well used by local groups and Sefton School are a user, as they do not have a school hall on their site. Parents also often use the hall car park for dropping off and picking up children. The Ministry of Education have indicated they do not have plans to build a hall on the school site as they do not invest in assets that are not on land they own. The school would prefer that a new hall was built on the existing hall site, so they can continue to use it.
- 3.5. Prior to the Society being able to commence building at the Sefton Domain (assuming they have enough funding), they need to obtain a lease from the Council for the land. As part of that process community feedback was sought on the proposal to demolish the existing pavilion and re-build a new community facility on the existing site.
- 3.6. The Reserves Act 1977 dictates the process for granting a lease to a community group on a recreation reserve. The proposal needs to be advertised once in a newspaper circulating in the area where the reserve is located and the submission (consultation) period needs to be not less than 1 month after the advertisement. If it is advertised from 10 December, that period then needs to end no earlier than 10 February the following year.
- 3.7. Sefton Domain is located at 2 Vaughan Street in Sefton. The domain currently contains a pavilion, tennis courts, cricket pitch, sports fields, small car park and a war memorial. The Sefton Cricket Club is the main user of the pavilion.
- 3.8. The pavilion building is a small building and includes changing rooms, showers, toilets and a meeting room. It is estimated that the building was constructed sometime in the 1970's.

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

##### **Appropriateness of a new community facility in Sefton Domain**

- 4.1. Staff have considered the location of a new community facility in Sefton Domain and are supportive of this as a suitable location. With the new facility replacing the existing pavilion in Sefton Domain, it will not result in additional site coverage from buildings nor will it take up additional valuable greenspace.
- 4.2. The inclusion of an updated community facility, will better serve the existing cricket and tennis clubs who use Sefton Domain along with all the other existing users of Sefton Hall. It will also encourage more groups to use the new facility, providing the local community with a variety of activities to get involved with.
- 4.3. The new community facility will be fit for purpose, robust, lower maintenance and safe for the community to use while providing a common location for the community.

##### **Lease**

- 4.4. The lease is required in order for the Sefton Public Hall Society to move to the next stage to secure the remaining funding and to begin the demolition and construction process for the new community facility.

- 4.5. Council staff are in the process of working alongside the Council property team to write up the lease and are seeking approval from the Board for this lease. While much of the information within the lease is consistent to ensure legal protection etc. the Reference Schedule and Special Conditions sections are specific to this particular lease. Staff have recommended below what should be included within these two sections and seek approval from the Board of the below wording along with any other recommended special conditions the Board may see fit to include.

#### **Reference Schedule**

- 4.6. **The Land:** A designated area within the property located at 2 Vaughan Street legally described as RES 4049 (being the property on which the Leased area is situated).
- 4.7. **The Lease Area:** The area shall comprise 640 m2 which is situated on the land and is more specifically shown for general identification purposes as the approximate area coloured white on the plan labelled the Sefton Public Hall Society Draft Plan – Sefton Domain **attached**, and unless the context otherwise requires includes, without limitation, any and all improvements and buildings in the leased area (being the area leased to the lessee under this lease). The existing pavilion building in this footprint would require demolition (at the cost of the lessee) in order to construct the new community facility.

#### **Commencement Date:**

Term: 11 years and 11 years thereafter

Final expiry Date: 31 December 2055

Lessee: Sefton Public Hall Society

Termination Right: Upon either parting giving three (3) months clear notice in writing

Lessee Fee: \$1 per annum, Plus GST (if any)

Permitted use: Soley for the purpose of managing, maintaining and hiring out the facility to community and sporting groups.

#### **Special Conditions if Applicable:**

- 4.8. The new community facility on Sefton Domain is to be developed in accordance within the approximate location of the leased area marked on the Sefton Public Hall Society Draft Plan – Sefton Domain (Trim 220113003130).
- 4.9. The Sefton Public Hall Society will need to hold public risk insurance, to the value of \$1,000,000.
- 4.10. All noise generated by those hiring the new community facility must fit with the noise limits within the Waimakariri District Plan
- 4.11. The Sefton Public Hall Society will maintain the leased area including all paths, trees, driveways, vegetation and grass to a tidy standard.
- 4.12. The Sefton Public Hall Society will ensure that the leased area is left in a clean, tidy and respectable state at all times with any materials or hoardings stored in a safe manner.
- 4.13. The Sefton Public Hall Society and those hiring the facility are not permitted to store hazardous chemicals on site without prior approval from the Council and adequate storage and Health and Safety measures in place.
- 4.14. The Sefton Public Hall Society is not permitted to undertake the spraying of any herbicides and/or insecticides without specific approval of the Council. Similarly, the Council will not

undertake any spraying within the leased area without approval of the Sefton Public Hall Society.

- 4.15. The Sefton Public Hall Society is not permitted to use poisons, baits or traps without specific approval of the Council.
- 4.16. The Sefton Public Hall Society may erect a single sign at the main Vaughan Street vehicle entrance to Sefton Domain and a smaller secondary sign (if relevant) at any pedestrian entrances to advertise the new community facility once it is built. All signs must be approved by the Council Greenspace Team prior to installation, and be subject to signage provisions in the Waimakariri District Plan.
- 4.17. The intent applied within this agreement shall apply to all persons on the leased site under the direction or authority of the lessee.
- 4.18. The lessee will provide annually by 30 November a report to the Council detailing matters to be reported, agreed and subsequently approved by the Council.
- 4.19. The Council will support the Sefton Public Hall Society by covering the reasonable costs of any resource consent application (if required) to establish the proposed building on the site. Any costs relating to the building consent application are the responsibility of the Sefton Public Hall Society.

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

- 4.20. There are implications on community wellbeing by the issues and options that are the subject matter of this report. The approval of the lease and the future construction of a new community facility in Sefton Domain, will have positive outcomes for the local community. The current Sefton Hall located at 591 Upper Sefton Road is very well used and a new fit-for-purpose facility is expected to help support future demand in the Sefton area. It will provide significant health and well-being benefits to the local community by providing a variety of activities and central gathering point in Sefton and the surrounding area.
- 4.21. 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. This includes local community groups, schools and education providers. These groups and organisations have been included in the key stakeholder list for this project, to ensure they have an opportunity to provide their feedback if they wish to do so.

### **5.3. Wider Community**

5.4. The wider community is likely to have an interest in the subject matter of this report.

5.5. Consultation on the application from the Sefton Public Hall Society for a lease on Sefton Domain was undertaken from Monday 15 November until Wednesday 15 December 2021.

5.6. The submission form for the consultation asked

- What street do you live on?
- Do you think the Council should support a lease application from the Sefton Public Hall Society to build a new community facility?
- Do you have any comments or suggestions you would like to add?

- 5.7. Approximately 80 consultation leaflets (refer attachment i) were hand delivered to properties surrounding Sefton Domain and the existing Sefton Hall on Upper Sefton Domain. There were also 38 absentee landowners who were posted the consultation leaflet and the information was emailed to 25 key stakeholders.
- 5.8. The consultation was advertised on the Council's 'Let's Talk' page, where electronic submissions were also able to be completed.
- 5.9. Temporary signage with a leaflet holder was installed in Sefton Domain to advertise the consultation and included a QR code to link to the 'Let's Talk' page.
- 5.10. At the close of consultation, 14 submissions were received, with 13 (93%) submitters who support the lease application and one (7%) submitter who did not support the lease application. The one submitter who did not support the lease application, was contacted directly to confirm their position. Their submission indicated that they were under the impression that the proposal was to add a second building to the domain, rather than replacing the existing pavilion building. Once this was explained the submitter was happy to have their submission amended to support the lease application. So, the number of submitters in support was then updated to 14 in support (100%).
- 5.11. All submitters who answered the question about what street they lived on, supplied street addresses from within Sefton Township.
- 5.12. All submissions and project team comments:

No.	Comment	Project team response
1	I would prefer to see the Sefton Hall rebuilt on the existing site to be of more benefit to the school. They will lose the vital safe area for drop off/pickup when they sell the site. If this is the next best option then it should be supported by council.	The feasibility study in January 2020 confirmed that Sefton Domain, on the site of the existing pavilion would be the best site in the township to locate a new facility  We are aware that parents currently use the hall car park for school pick up and drop offs.
2	This is a much needed facility as the current rooms on the domain are very old and the school, community playgroup and cricket club will make good of a new facility.	The pavilion was built sometime in the 1970's, so this is a much older facility now, that does not necessarily meet all the community requirements any longer.
3	Sefton is a peaceful country village and the Domain is a pleasant area for sports and recreation. Council decided to plant native trees and put in picnic tables, but this never happened. We do not need another public hall, and not on the Domain	The proposal is to demolish the existing pavilion and replace it with a new built for purpose community facility on Sefton Domain. There is not a second building being proposed. There are currently three seats and three picnic tables located near the pavilion. Additional landscaping and picnic tables could be considered once the new building has been constructed.
4	Looking forward we think this is a wonderful opportunity to give Sefton township a new 'fit for purpose' building for the wider community to use. The domain is an ideal site away from the busy main road though Sefton	The pavilion was built sometime in the 1970's, so this is a much older facility that does not necessarily meet all the community requirements any longer.
5	New development is always good for small communities, as for replacement of community infrastructure and buildings.	The pavilion was built sometime in the 1970's, so this is a much older facility that does not necessarily meet all the community requirements any longer.

6	From what I have read it appears to be a good concept and would benefit many sports etc.	There are a number of existing users of the Sefton Hall and Sefton Domain who would benefit from a new facility.
7	I am wary of ANY possible qualifications/restrictions which Council could impose our domain usage if it makes a grant. I want to see NO restrictions to access on the basis of vaccination status (on-going OPEN access without qualifications) to ALL comers	Any decision around vaccination status would be made once the new facility has been constructed and in consideration of the circumstances at that time. Construction is only able to commence once a lease has been granted and sufficient funding has been sought.
8	Positioning the hall in the domain will increase traffic along Vaughan Street, the main entry into the domain. It is narrow with no footpath and will require upgrading. Also, adequate parking will need to be required in the domain as there is no side or road parking possible.	A traffic assessment would need to be completed as part of the building consent process. It is anticipated that Council will need to upgrade the car park and consider entranceway improvements to support progressing this project.
9	A qualified yes: I am wary of any possible qualifications/restrictions which Council could impose on domain usage if it makes a grant. I want to see NO restrictions to access on the basis of vaccination status (i.e ongoing OPEN access without qualifications) to ALL comers.	Any decision around vaccination status would be made once the new facility has been constructed. Construction is only able to commence once a lease has been granted and sufficient funding has been sought.
10	<p>I think that this is a really good multi use proposal for the Domain. The hall is not longer fit for purpose and multiuse facilities provide for the current and future generations.</p> <p>As a family our children have benefited with use of the hall for school occasions, I do not consider the short walk to the Domain a disadvantage, an all weather track from the break in the hedge and then from the horse track up to the new community facility would be good for school children access.</p> <p>2 of our children now adults play for the Sefton cricket club and on a summer Saturday you will see all the fields being used by juniors in the morning and then often the Premier and Senior team in the afternoon, improved changing facilities and a social area is needed.</p> <p>The Sefton indoor bowls club has seen an increase in numbers this year – with younger community members joining the club, a warmer more modern facility will be good for the club.</p>	The pavilion was built sometime in the 1970's, so this is a much older facility that does not necessarily meet all the community requirements any longer.
11	The lease should be pretty low, as the domain committee gave the domain to the council.	<p>We are proposing a lease of \$1 per annum, Plus GST (if any).</p> <p>We are aware that the school is a regular user of the current Sefton</p>



	My only reservation is, would the school use a hall at the domain as regularly as where it is now, but to balance that, if the school, tennis club, cricket club etc can use the same facility, then that makes sense	Hall. If the lease is approved the new location for the community facility in Sefton Domain it is still relatively close at about 650m from the school (approximately a 5 minute walk away).
12	President, Sefton Cricket Club. Our Club is supportive of this proposal. The existing pavilion is aged and no longer fit for purpose. The proposed project plans account for our needs. We also recognise there would be disruption during the build phase but something we are prepared to endure for the long term gain. As our Club is a significant user of the domain, I would also be prepared to appear before any committee to answer any further questions. Thank you	The pavilion was built sometime in the 1970's, so this is a much older facility that does not necessarily meet all the community requirements any longer.
13	This is great for the Sefton cricket club	The pavilion was built sometime in the 1970's, so this is a much older facility that does not necessarily meet all the community requirements any longer.
14	This would be a amazing for the Sefton Community, perfect location. I play for the Sefton Cricket Club, this would benefit the Also the tennis club and surrounding businesses, allowing more growth for the community.	The pavilion was built sometime in the 1970's, so this is a much older facility that does not necessarily meet all the community requirements any longer.

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

### 6.1. **Financial Implications**

There are financial implications of the decisions sought by this report.

The costs of the physical development of the new community facility in Sefton Domain including demolition of the pavilion, the new building and planting or pathways in the leased area are to be met by the Sefton Public Hall Society. These costs are expected to be met by selling existing land owned by the society, fundraising and through external funders. This includes insurance from earthquake damage, the proposed sale of existing assets (including the library and community hall – both administered by the society) plus the \$200,000 that was approved by Council, noting that this is a contribution that otherwise would have been used in years to come on renewal of the existing pavilion and to ensure Council meets its agreed Levels of Service for this community and domain.

The Lease recommends a fee of \$1.00 per annum as this is a community group and it is expected that the group would pay for any services such as power.

There is a small risk that if the Sefton Public Hall Society folds or do not wish to continue the lease. Should this occur, the Greenspace team would consult with the Board and identify a way forward. Any costs associated with this occurring would (where possible) be transferred back to the Society.

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

The recommendations in this report do have sustainability and climate change impacts. The Council will be encouraging the Sefton Public Hall Society to consider ways to reduce carbon emissions, including from materials used in construction, the construction process, construction waste and the disposal of the old pavilion building.

### 6.3 Risk Management

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

- Risks around the new community facility not being able to be constructed if the Sefton Public Hall Society are not able to raise adequate funds. The mitigation for this, is that the lease is for 11 years, allowing sufficient time for fundraising and construction of the new facility, if funding is still looking unlikely by this time then the lease can be terminated upon either parting giving three (3) months clear notice in writing.
- Risk around the lease being granted, as noted in the recommendations of this report, the lease period is primarily for two years to allow the society to gather the funding and finalise its plan for building. Once this is sorted and funding secured a further report to Woodend Sefton Community Board will be required to enable final design approval and agree to demolition of the pavilion.
- Risks around community opposition – this has been mitigated by collected feedback from residents and key stakeholders in Sefton.

### 6.3 Health and Safety

There are health and safety risks arising from the adoption of the recommendations in this report. The construction of the new facility will require works to be undertaken within the Council reserve and in particular the use of building tools and machinery. If the lease is approved, staff would require any building 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 Council staff prior to construction beginning on site.

## 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

- The Reserves Act 1977 – Sefton domain is covered by the Council's *Sport Recreation Reserves Management Plan 2015*. This plan sets out conditions of lease under section 5.7. The recommendations in this plan are consistent and not in contradiction of this plan.
- Building Act 2004 (in relation to regulations around the development of this site)
- Resource Management Act 1991 (in relation to any resource consents required for the development of the site)

### 7.3. Consistency with Community Outcomes

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

- There are wide-ranging opportunities to participate in arts and cultural activities.
- Public places and spaces provide opportunities for cultural expression and integrated arts.
- There are wide-ranging opportunities to support people's physical health, social and cultural wellbeing.
- There is a wide variety of public places and spaces to meet people's needs.
- There are wide-ranging opportunities for people of different ages, abilities and cultures to participate in community life, and recreational and cultural activities.

#### 7.4. **Authorising Delegations**

The Woodend-Sefton Community Board have the delegated authority to approve a lease on Sefton Domain.



## ABOUT SEFTON DOMAIN

**We want to know whether the Sefton community support an application to grant a lease for a new community facility to be built in Sefton Domain. This would replace the existing pavilion.**

**The lease application details the demolition of the existing pavilion in the domain and using this site for the new facility.**

### Background

The Sefton Public Hall Society have applied to the Council for a lease over part of Sefton Domain, with the aim of developing a space that can be used by the local community, including the Sefton Cricket Club, tennis club and other community clubs.

The Society already own a hall at 591 Upper Sefton Road and instead of repairing this hall, they would like to build a new facility in Sefton Domain. The proposal means the existing pavilion in Sefton Domain would be demolished.

If the Woodend-Sefton Community Board agree to issue a lease to the Hall Society, the trees and war memorial would be protected during any construction.

The Society commissioned a feasibility study in 2020 which identified that there is a need for a community facility in Sefton and the existing hall is not economic to repair and is no longer fit for purpose. The recommendation is to build a new community facility and Sefton Domain is identified as the best site in the township to locate it.

It also recommended that the new facility should include changing rooms, a kitchen, hall, meeting room and storage.



### Timeline

- 1888 — Original hall built as an indoor skating rink
- 1935 — The Sefton Public Hall Society purchase the hall
- 1961 — The hall is condemned for inadequate toilet facilities and is replaced with the existing hall
- 1966 — Fundraising by the Society to build the new hall
- 2010 /11 — The hall is damaged during the Canterbury Earthquakes
- 2020 — A feasibility study is done to determine whether to invest in repair or to build a new facility.





## Cost

Indicative costs are \$1.3m. The Council approved funding of \$200,000 through the Long Term Plan towards the new facility. The Sefton Public Hall Society would sell some existing land and fundraise for the remaining costs of the facility..

The facility would be built once a lease is approved for the use of land in Sefton Domain and once the Society have enough funding.

## What do you think?

We want to know if you think the Council should support the Sefton Public Hall Society's request to lease land in Sefton Domain to build a new community facility.

We welcome your feedback which will help the Woodend-Sefton Community Board understand the community's views on the proposal before a lease is granted.

You can give us your feedback online at [waimakariri.govt.nz/letstalk](http://waimakariri.govt.nz/letstalk) or drop the completed feedback form into any Council Service Centre or Library, email [office@wmk.govt.nz](mailto:office@wmk.govt.nz) or post to:

Let's Talk About Sefton Domain  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7400

**Feedback closes at 5pm on Wednesday 15 December 2021.**

You also have an opportunity to make an oral submission to the Hearings Panel in late March 2022. Let us know if you would like to present your submission in person by indicating on the feedback form.

## Next Steps

After feedback closes, any submitters that wish to be heard will present their views to a hearings panel.

This will be made up of a number of elected members who are either a member of the local Community Board or a Councillor.

The panel will listen to any objections or concerns and then make their recommendation to the Community Board, who will then make the final decision on the granting of the lease.

## Contact Us

If you have any questions, please call us on 0800 965 468 or email us below.

### Grant MacLeod

GreenSpace Manager  
[grant.macleod@wmk.govt.nz](mailto:grant.macleod@wmk.govt.nz)





# Greenspaces

Date: 12/01/2022  
Author: hannahrose.white@wmk.govt.nz  
Original Size - A2  
Scale 1:200

## Legend

- Properties < 1 ha
- Properties > 1 ha
- Approved to Survey Land Parcels
- Property Boundaries



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# Sefton Community Hall Feasibility Study



February 2020

## Document Info & Acknowledgements

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Authors: Kevin Collier, Katelyn Elley, Richard Lindsay

### Acknowledgements

RSL would like to thank for following people and organisations for their input into developing this Feasibility Study:

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#### With Thanks To

Sefton School  
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North Canterbury Federation  
Women's Institute  
Sefton Domain Board  
Boxfit  
Sefton Indoor Bowls  
Pegasus Cycle Club and Papanui  
Cycling Club

Sefton Tennis Club  
Sefton Playgroup  
Sefton Cricket Club  
Gulliver & Tyler Funeral Directors  
Waimakariri District Council.  
Canterbury Indoor Bowls  
Okinawan Go Ju Ryu Karate  
Federation  
Sigrid McTurk - Music Teacher

### Disclaimer

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## Executive Summary

RSL Consultancy Ltd has been commissioned by the Sefton Public Hall Society Inc. to undertake a Feasibility Study into the repair or replacement of the existing Sefton Community Hall.

The Hall is located on Upper Sefton Road in Sefton, North Canterbury. It has been on the site for over 60 years and is a typical example of a hall in a small rural community. The building and land are owned by the Sefton Public Hall Society Inc.

The Hall was damaged in the 2010/11 Canterbury Earthquake sequence and the Hall Committee wish to undertake a feasibility study to assist with their decision-making around its future.

This report found:

- There is sufficient need for a community hall in Sefton.
- The existing hall is not economic to repair and no longer fit for purpose.
- A new hall should be constructed.
- The Sefton Domain on the site of the existing Domain Pavilion would be the best site in the township to locate a new facility.
- The sale of the existing hall site would provide a contribution towards the cost of a new facility on the Domain site.
- The facility should broadly include the components outlined in the preliminary schedule of spaces in section 10 of the report.
- An indicative cost for a new facility as described in section 11 is \$1,377,500.
- The Sefton Public Hall Society have existing funding plus the potential sale of the land from the existing hall site to contribute to the project and should pursue funding from third parties for the balance of the cost of the facility.
- The Sefton Public Hall Society are best placed to own and manage the new hall.
- An initial analysis of the financial operation of a proposed hall shows that with user fees set in line with other facilities in the District, usage at similar or higher levels and a continuation of the volunteer base for operating the hall, the hall could be financially self-sustaining before accounting for depreciation.

The report recommended that:

1. The Sefton Public Hall Society adopt this Feasibility Study.
2. A new facility is constructed on the Sefton Domain replacing the existing Pavilion and providing access to those current users of the Pavilion.
3. The new facility broadly contains the spaces as outlined in the preliminary schedule of spaces in this report.
4. The new facility is owned and operated by the Sefton Public Hall Society.
5. The existing hall is deconstructed, and proceeds from the sale of land go towards the new facility.
6. The Sefton Public Hall Society maintain a dialogue with all key stakeholders including but not limited to the Waimakariri District Council, Sefton Domain Board, Ministry of Education, key user groups and funders to ensure any opportunity to enhance the development is taken.
7. The Sefton Public Hall Society seek independent professional advice and support for the ensuing steps in the process

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# 1. Introduction

## 1.1 Purpose

RSL has been commissioned by the Sefton Public Hall Society Inc. to undertake a Feasibility Study into the repair or replacement of the existing Hall on Upper Sefton Road, Sefton.

## 1.2 Scope and Methodology

The methodology undertaken for this feasibility included the following aspects:

- Meetings with the Client prior to starting the project.
- A review of secondary data such as relevant strategies, demographic data, existing leases and agreements etc.
- One-on-one meetings with the key stakeholders who use the existing hall to identify current use, needs and issues and with other stakeholders.
- A site visit and situational context to identify potential site options.
- Preparation of a schedule of spaces, identification of facility build options and preliminary sketches.
- Identification and analysis of site options.
- A stakeholder presentation of findings to date and receipt of feedback.
- A client presentation of findings to date and receipt of feedback.
- Preparation of an indicative floor plan for a new facility
- Preparation of a preliminary estimate of capital and operational cost.
- Preparation of a proposed governance structure following Client direction.
- Identification of relevant case studies for comparison.
- Preparation of a draft report.
- Client feedback on draft report.
- Presentation of Final Report.

## 2. Site and Facility Context

### 2.1 History

The original facility on site was a wooden building built in 1888 which was used as an indoor skating rink. The land and building were purchased by the newly formed Sefton Public Hall Society Incorporated (SPHS) in 1935 and operated as a community hall until 1961 when it was condemned due to inadequate toilet facilities.

Fundraising for a replacement was undertaken and the existing hall was opened in March 1966 at a cost of £10,000 (approximately \$1,600,000 in today's dollars<sup>1</sup>). Since that time, it has been a focal point for many community activities and meetings.

The Hall was damaged in the 2010 and 2011 Canterbury earthquake sequence and the Society is now wishing to decide on the long-term future of the facility.

### 2.2 Hall Description

The existing Hall is located on Upper Sefton Road in Sefton, North Canterbury. It is a typical community hall in design and function and of a vintage found in just about any rural community throughout New Zealand.

*Figure 1. Sefton Hall*



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<sup>1</sup> Reserve Bank of New Zealand Inflation Calculator.

The hall sits on 2428 m<sup>2</sup> of land with the Sefton School bordering to the east and residential and commercial properties to the north and west. There is ample on and off-street parking provided.

The Hall itself is a single stand-alone concrete block and wooden building consisting of:

- a main hall with a wooden floor approximately 18 x 14 metres in size
- a stage
- kitchen area
- meeting room
- storage and toilets

The building has been well used and well looked after throughout its life. However, with no significant upgrades since it was built in 1966 it no longer meets the standard for a modern community facility.

*Figure 2. Main Hall and Stage*





Figure 3. Kitchen



Figure 4. Meeting Room



Figure 5. Back Stage and Storage Area



### Canterbury Earthquakes

The 2010/11 Canterbury earthquakes damaged the building, but a subsequent engineering analysis put the building at 38.23% New Building Standard (NBS) and safe to occupy.

Quotes for reinstatement varied from \$500,000 - \$800,000 and one of the companies that provide a quote indicated that 'because of factors that are not available, in my opinion a rebuild would be preferred'. Advice received at the time<sup>2</sup> indicated that a rebuild would also trigger building act requirements to upgrade accessibility to the facility.

The building was insured for \$300,000 at the time and as such the insurers paid out the full insurance policy amount to the Sefton Public Hall Society Inc. No further strengthening or significant repair work has been completed since.

The committee postponed any long-term decisions on the facility until completion of this Feasibility Study.

### 2.3 Land Tenure

The Hall and land are owned freehold by the Sefton Public Hall Society Incorporated. The land was purchased along with the original building on site from the Sefton Rink Hall Company Limited around the same time the Society was formed (1935).

### 2.4 The Sefton Public Hall Society Incorporated.

The Sefton Public Hall Society Incorporated was incorporated under the Incorporated Societies Act (1908) in August 1935. The Society is made up of members of the Sefton Community and surrounding district and the original purpose of the Society was to

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<sup>2</sup>GHD Ltd Accessibility Report 2015

“promote social functions of any lawful description whatsoever and generally to promote social or any other activities in the Sefton District for the general advancement, education or entertainment of bona fide residents therein.”

The Society has run the Hall without significant external financial support for over 80 years.

*Figure 6. Opening Day Plaque*



## **2.5 Existing Hall Users.**

This section describes the main regular users of the Sefton Hall. A summary of the key regular users is given in Table 1. Further detail on discussions with groups held during this feasibility study can be found in Appendix 2.



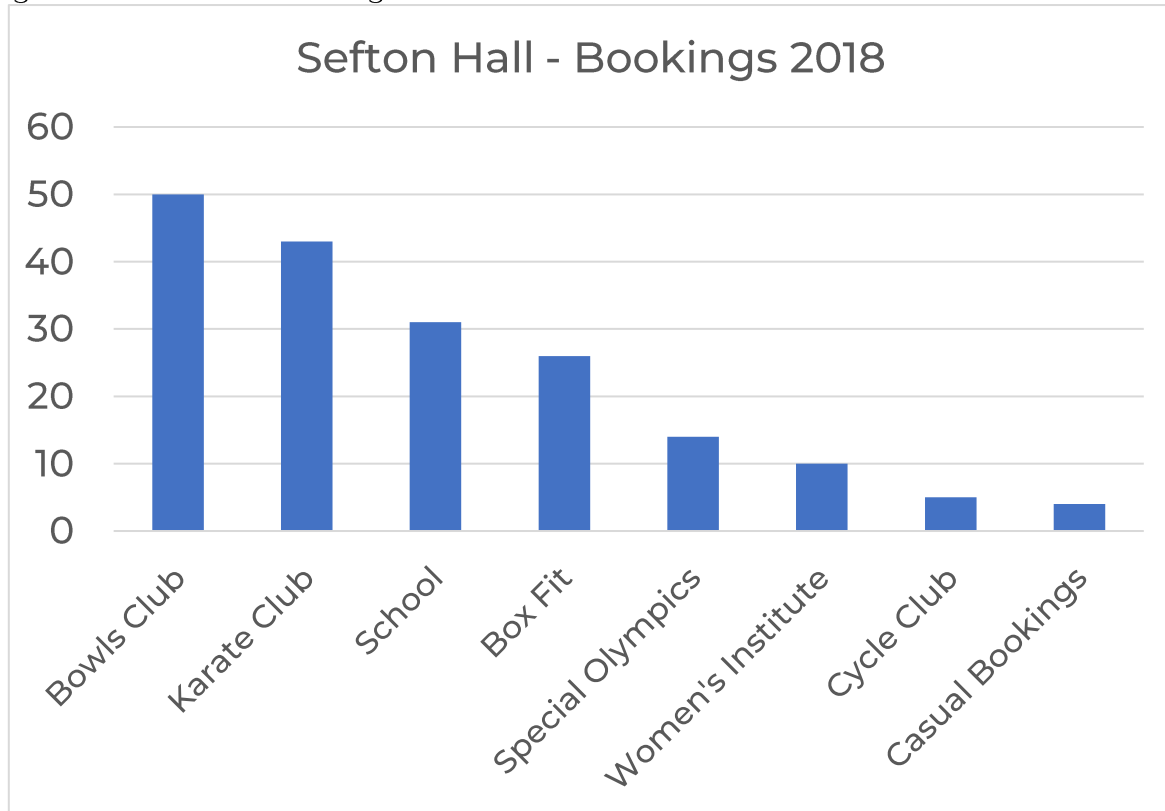
Table 1. Current Regular Hall Users

User Group	Current Usage
Indoor Bowls	Key and regular user group. Uses the facility multiple times throughout the year for indoor bowls competition. Mostly uses the hall and kitchen area.
Sefton School	Key and regular user group. Uses hall for school sport and recreation as well as social and performing arts events.
Go Ju Ryu Karate Federation	Use the main hall once a week for approximately one hour. Caters mostly for children's Karate
Pegasus Cycling Club and Papanui Cycling Club	Books the whole facility 3-4 times per year for operation of road cycling events over the summer. Usually between 60-120 riders.
Sefton Women's Institute	Use the meeting room once a month on average (8 meetings a year) for regular meeting of approximately 18-20 people per meeting.
North Canterbury Women's Institute	Use the hall and/or meeting room on average 3-4 times per year for meetings, Eisteddfod (a Welsh art and craft festival), craft days and general gatherings.
Box Fit	Private individual who runs Box Fit sessions in the main hall for about 8 people every Tuesday evening.
Gulliver & Tyler Funeral Directors	Have used the hall occasionally in the past for funerals but not for some time recently (at least 2 years).
Special Olympics	Previous hirer but no regular forward bookings for 2019.

The hall is well used by a variety of regular and one-off users throughout the year. Bookings are taken on a first-come basis with no obligation by either party for ongoing booking or to make space available for hire. Regular users make up the majority of bookings with the Hall being booked throughout the year by a number of groups although the Committee are somewhat reluctant to hire for 21<sup>st</sup> parties or similar occasions from previous negative experiences. The Hall is also an essential space for use by the school on a regular basis and also as a back-up space in inclement weather or when outside spaces are unusable.

Figure 7 shows the breakdown of bookings by regular users for the 2018 year.

Figure 7. Sefton Hall Bookings 2018



Appendix 4 shows the forward Hall bookings for 2019.

## 2.6 Hall User Comments.

Some consistent themes about the existing hall from stakeholder discussions are given below:

- The current Hall size is about right, although the Indoor Bowls group and school would like a small increase in size.
- The hall needs improved toilet facilities.
- Improvements to the back stage and stage access would assist.
- The kitchen space is larger than necessary.
- The hall needs overall accessibility improvements.
- The cost of hire must be kept as low as possible.
- The hall needs improvements in comfort and convenience e.g. carpet in the meeting room, heating and sound/lighting systems.

## 3. Demographic Context

### 3.1 Introduction

Sefton is a small rural township located in the Waimakariri District in the Canterbury Region of the South Island of New Zealand. It is approximately 5km from State Highway 1 and about the same distance again from the townships of Waikuku, Ashley and Balcairn.

Rangiora Township is 11.5 km away to the south west, Pegasus is 10km to the south east and Amberley is 14km to the North. Christchurch is 35km to the south.

### 3.2 Defining the Population of Interest

When describing the demographic context, the local catchment for that particular facility should be considered along with relevant wider catchment data. In this case consideration will be given for three main population sets being:

- The township of Sefton
- The Ashley and Sefton Statistics NZ Area Units.<sup>3</sup> (referred to in this document as the wider Sefton area).
- The Waimakariri District.

The rationale for using these data sets is to balance the likely catchment for a facility of this size and scope yet consider a sufficiently large dataset from which to make inferences.

### 3.3 Overall Population Numbers and Trends

At the most recent (2013) census<sup>4</sup>, the populations of the two main catchment areas considered for this study were as follows:

- 240 people lived in Sefton Township
- 1800 people lived in the wider Sefton area.
- 52,300 people lived in the Waimakariri District.

Table 2 shows the population growth in the three areas of interest over the 2001-2013 period. Sefton Township had a relatively small growth in numbers over the period and the wider Sefton Area grew modestly in absolute numbers over the period. However, the overall Waimakariri District has grown significantly over the same period. It is well documented that this District has seen a large jump in numbers, much of which is attributed to increases in residents in the main centres of Kaiapoi and Rangiora following the 2010/11 earthquakes in Christchurch.

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<sup>3</sup> Covers the area to the Ashley River. Outside this catchment, multiple other hall and venue options become available for residents and drive time is extended.

<sup>4</sup> At the time of writing, some high-level data had been released from the 2018 Census, but this was not of sufficient detail for use with this analysis.

Table 2. Population Changes 2001-13

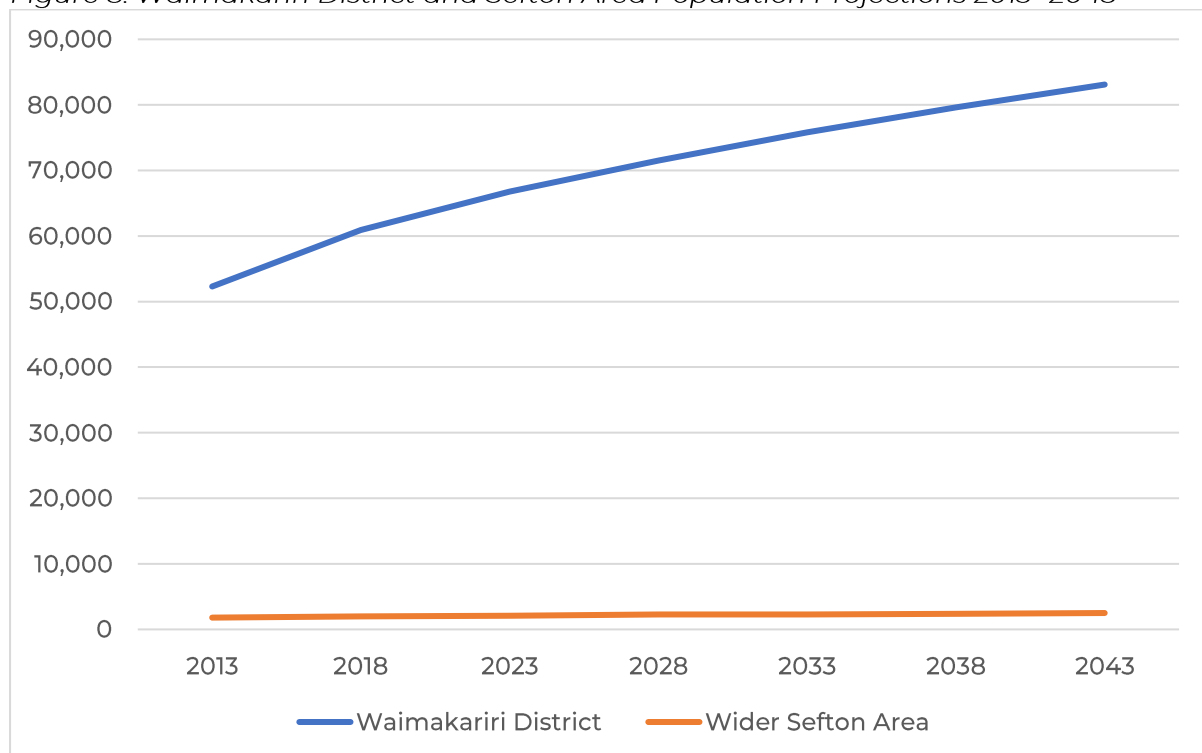
	2001	2006	2013	Change 2001-2013	% Change 2001-2013
Sefton Township	210	240	240	30	14%
Wider Sefton Area	1290	1510	1800	510	39%
Waimakariri District	37,900	44,100	52,300	14,400	38%

Projections for future growth of these areas is shown in Table 3 and Figure 8 below. These figures show the Waimakariri District overall is expected to continue to grow significantly over the next 30 years (but the majority of this growth is expected in the main urban centres of the District). The wider Sefton Area will only grow modestly over the same period. Unfortunately, projection figures for Sefton Township were not available.

Table 3. Population Projections 2013 -2043.

	2013	2018	2023	2028	2033	2038	2043	Change 2013 – 2043	% Change
Sefton Township	240								
Wider Sefton Area	1800	2000	2100	2300	2300	2400	2500	700	38
Waimakariri District	52,300	60,900	66,800	71,500	75,800	79,600	83,100	30,800	59

Figure 8. Waimakariri District and Sefton Area Population Projections 2013 -2043



It can be inferred that changes in the Sefton area population will not be a major driver for any increases in demand for community facility use in the Sefton Area in the next 30 years. This results in two considerations for future community facility provision:

1. Future facility requirements are unlikely to be significantly higher than current community need.
2. Any growth in use will need to come from new usage rather than growth in numbers of existing users.
3. Operational costs must be kept as low as possible to maintain affordability and hence accessibility to the community.

The key is to decant the true 'needs' from the 'wants' and identify where any new use opportunities may come from. Clues to the latter can come from further analysis of the demographic data for the catchment area of interest.

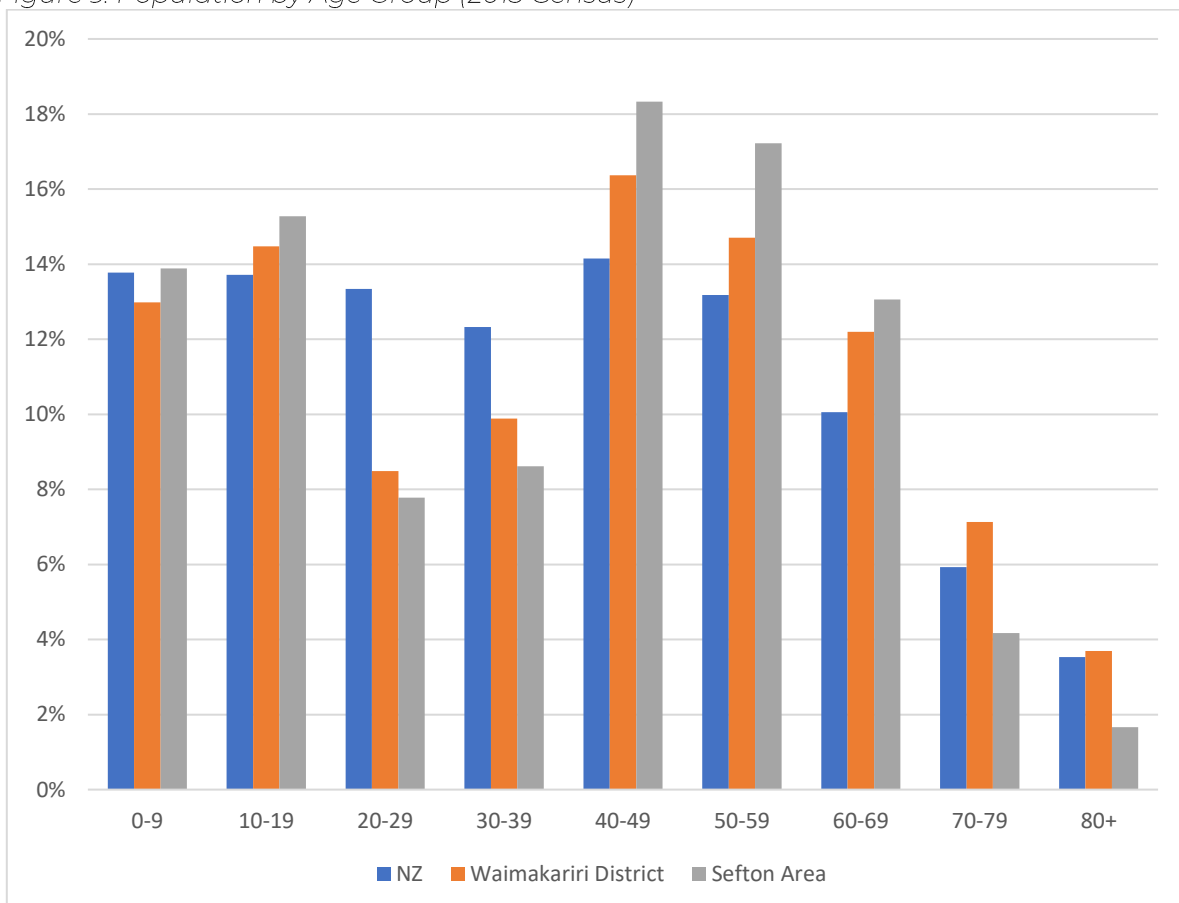
### 3.4 Population Age Breakdown

Figure 9 shows a comparison of the population age-groups by percentage for the wider Sefton area, Waimakariri District and the whole of New Zealand.

The figure highlights that the wider Sefton area and the Waimakariri District differ from the whole of NZ in two main areas:

1. A relatively lower proportion of 20-39-year olds.
2. A relatively higher proportion of middle-aged adults (40-70 years old).

Figure 9. Population by Age Group (2013 Census)



### 3.5 Population Age Group Projections

Table 6 and figure 10 show population projections for the wider Sefton area broken down by age groups for the period 2013 – 2043.

Overall, the catchment is projected to have a net increase in population over the 30-year period, but this will be characterised by:

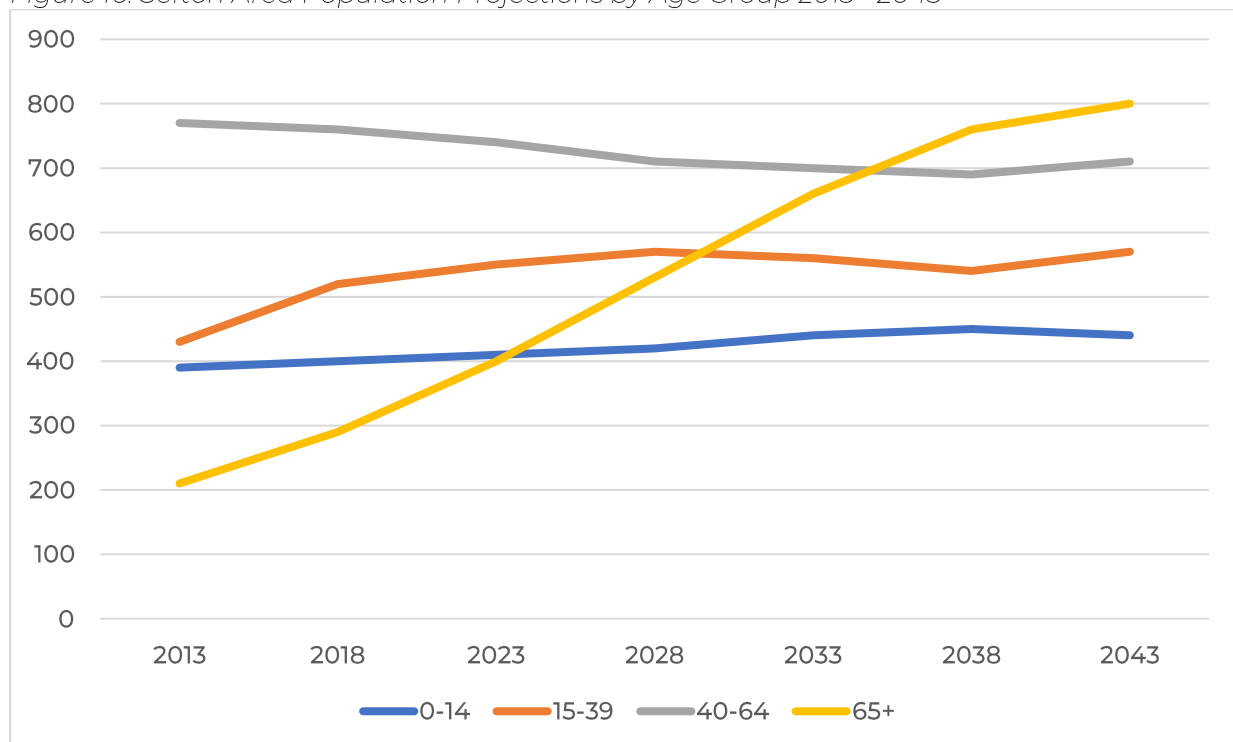
1. Relatively small increases in the 0-14 and 40-64 age groups.
2. A large increase in the 65+ age group.

This tells us that across the catchment, the main demographic is ageing, and the needs of this demographic must be considered when planning community facilities as this will be where most demand will be come from. The implications of this impacts virtually all aspects of facility planning including function, location, access, programming, design, safety and cost.

*Table 4. Sefton Area Population Projections by Age Group 2013 - 2043*

	2013	2018	2023	2028	2033	2038	2043	Change 2013 – 2043	% Change
0-14	390	400	410	420	440	450	440	50	13%
15-39	430	520	550	570	560	540	570	140	33%
40-64	770	760	740	710	700	690	710	-60	-8%
65+	210	290	400	530	660	760	800	590	281%
Total	1800	1970	2100	2230	2360	2440	2520	720	40%

*Figure 10. Sefton Area Population Projections by Age Group 2013 - 2043*



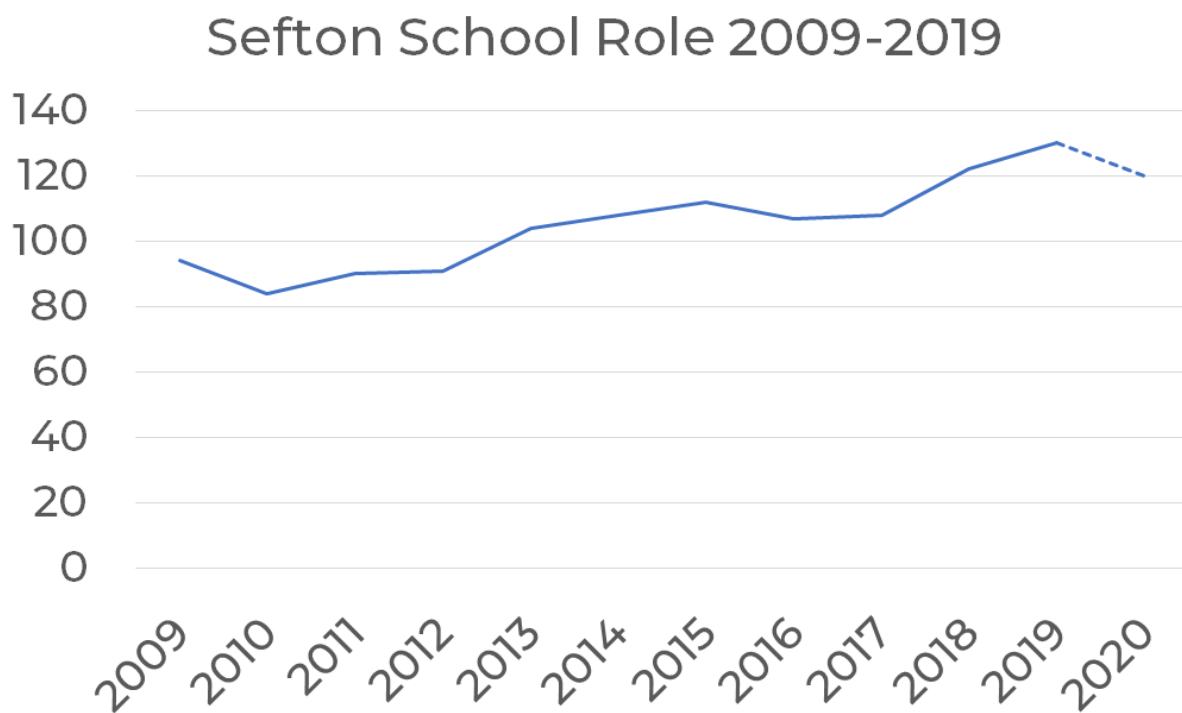
### 3.6 Sefton School Roll Trends

Sefton School is a full primary school located immediately adjacent to the existing hall and as such is a key user of the facility.

The school has a current roll of 126 students which is up slightly on its usual roll of around 110. This increase can be partly attributed to population movement following the earthquakes.

The current roll is expected to drop back to around 120 in 2020 when a number of Year 8 students will leave the school and then settle back to a roll of around 110 for the immediate future.

Figure 11. Sefton School Roll 2009-2020



### 3.7 Section Summary

The key points from this section are summarised below:

- a) In 2013 240 people were permanent residents of Sefton – an increase of just 30 people from 2001.
- b) The wider Sefton area population is not expected to grow significantly (by 700 people) in the next 25 years.
- c) increases in demand for community facility use in the Sefton Area is unlikely to come from any increases in demand from population growth in the next 25 years.
- d) The biggest increases in population will be in the 65+ year age group over the next 25 years.
- e) The Sefton School roll has increased slightly in recent years which has been mostly attributed to changes movement of people following the earthquakes. It is expected to drop back slightly in 2020 and remain steady around 110 students for the immediate future.

## 4. Strategic Alignment

When making decisions around development of community halls and facilities it is important to consider any relevant strategic documents.

There are two main owners of community facilities such as these – Councils and not-for-profit organisations.

The Waimakariri District Council does not have a specific Plan for the provision of Community Facilities in their District. However, reference to community outcomes is made in its Long-Term Plan as follows:

- 1) Community Outcome - 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.
  - The accessibility of community and recreation facilities meets the changing needs of our community.
- 2) Community Outcome - People are friendly and caring, creating a strong sense of community in our District.
  - There are wide-ranging opportunities for people of different ages, abilities and cultures to participate in community life and recreational activities.

The Sefton Public Hall Society Incorporated does not have a current Strategic Plan but Section 4 of its rules state its purpose is to operate the Sefton Hall for the following purposes:

- For use by the residents of the Sefton District or others for social, recreation, education and/or other purposes as the Committee may decide.
- For hire by community groups, mature and responsible individuals, schools, clubs, sports groups or other suitable users.
- To apply rental money received for administration costs and improvement of facilities.
- To acquire such other assets or property as may from time to time be considered necessary for the promotion of the residents of the Sefton District.
- To actively seek community funding to maintain and improve the hall building and land.
- Do anything necessary or helpful to the above purposes.

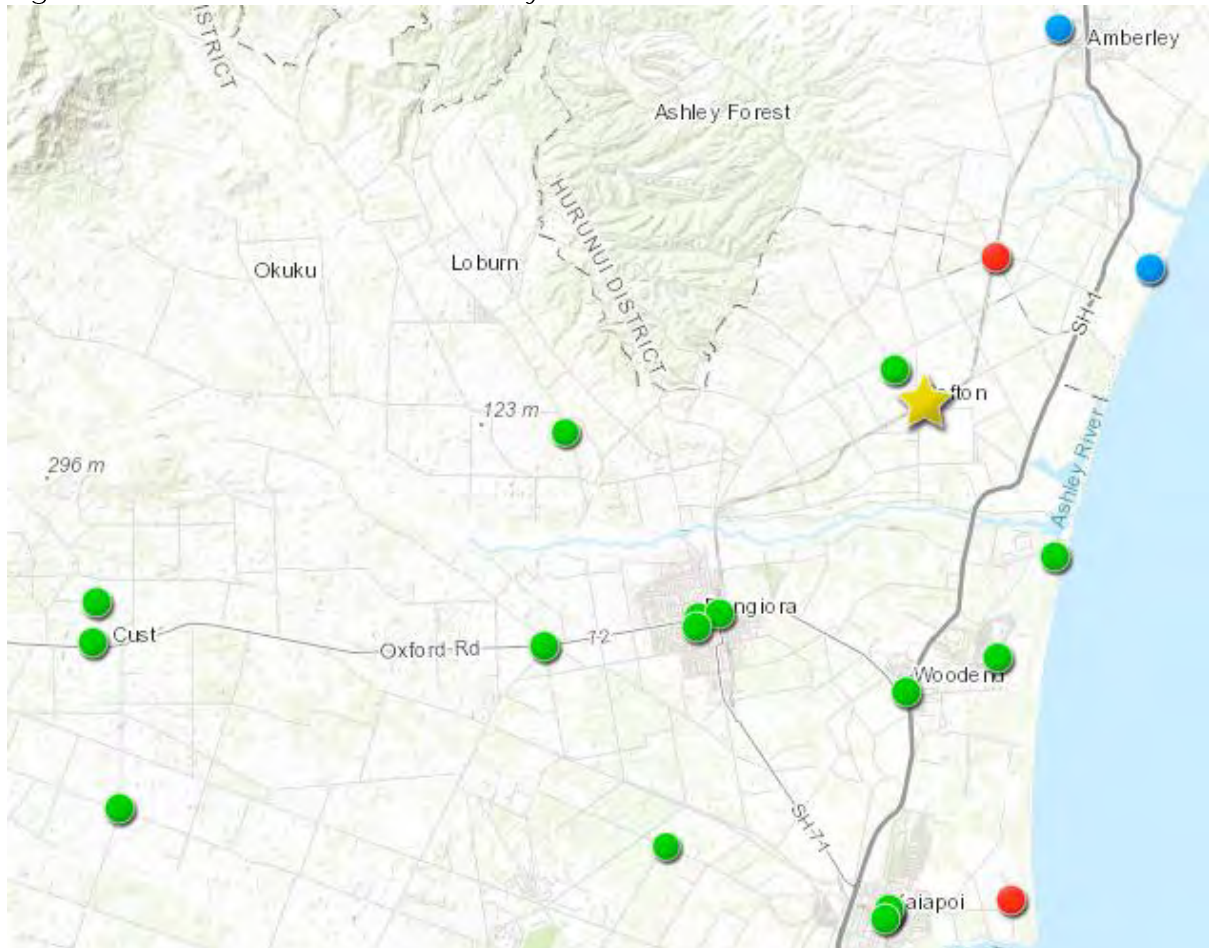


## 5. Supply

Figure 12 shows the existing community facilities in the surrounding area.

- Green dots show those owned and operated by Waimakariri District Council
- Blue dots show those owned and operated by Hurunui District Council
- Red dots show Community-owned and operated Halls.
- Sefton Hall is shown as the yellow star (the green dot adjacent is the Sefton Domain Pavilion)

Figure 12. Local Network of Community Halls



There are currently 40 community facilities within Waimakariri and Hurunui District Council areas. Of these, 20 are owned and operated by the Waimakariri District Council, 13 by the Hurunui District and 7 are Community owned and operated, (including the current Sefton Hall). The majority of community facilities in the North Canterbury area are owned and operated by the local district council.

A summary of 9 community facilities within a 10km radius of the Sefton Hall is given in Table 7.

Table 5. Summary of Other Halls Nearby

Facility Name	Facilities/Services	Charges
Balcairn Hall	Small Country Hall, available for hire at affordable rates. Offers, a main hall, stage area and recently renovated kitchen and heating.	Evening socials \$150.00 plus \$300.00 bond. Half day hire \$50.00.
Waikuku Hall	Offers three rooms with the largest room having a maximum capacity of approx. 200 people. Basic kitchen and available for hire.	Community & Individual: \$10 per hour. Tutors & Coaching: \$15 per hour. Commercial: \$28.75 per hour.
Leithfield Hall	Community Hall, available for hire at an affordable rate.	Hourly rate: \$12.
Waipara Hall	Available for hire. Offers a stage, kitchen facilities, toilets, car parking. The hall has been assessed to have low earthquake strength. There are notices on the front doors and other prominent places to inform the public. <sup>5</sup>	Hired to local ward residents for \$12/hour. Hurunui residents for \$20/hour. Others \$30/hour.
Waipara Domain Pavilion	Newly constructed Pavilion for domain user groups and casual hires. Can accommodate a maximum of 100 people.	
Scargill Hall	A smaller community hall that has kitchen and supper room areas, a stage and rifle range.	Supper room \$10/hour; \$25/day Hall Hire \$15/hour; \$75/day Social function \$120 Scargill residents; non-residents \$140
Amberley Domain Hall (The Tin Shed)	This community hall is in the largest township in the Hurunui. It has a large kitchen and function area with a fully functioning stage area. Maximum capacity 500 people (bench seating and standing room).	Pavilion Hire: \$10/hour for local ward organisations Outside Amberley Ward \$22/hour Pavilion and Kitchen \$200/day Kitchen only \$12/hour, \$70/day
Waikari Hall	A smaller community hall that has kitchen and supper room areas.	Meeting room \$20; Meeting room and kitchen \$30 Hall hire \$30/hour; \$100/day Supper room \$20
Omihi Hall	Newly rebuilt facility (2018). Available for hire. Offers, a main hall area, meeting room, kitchen facilities, bar, toilets.	Weddings: \$2400 (+500 Bond) Conference: Full day: \$500 Half day: \$250 Meeting room only: Full day \$160 Half day: \$120 Night-time events/Parties: \$600 (+\$500 Bond) Meetings \$25 per hour Community Meeting: \$100 Annual Fee Community Use: \$50

## 6. Needs Summary

Considering the current use of the hall, future demand, the existing network and the demographic profile of the area it is considered there is an existing and likely future need for a hall in the Sefton area to provide services to the community.

The Sefton Public Hall Society Inc. are active in their community and motivated to continue the provision of a facility in the area.

## 7. Facility Options

Three options were identified for the ongoing provision of a community space for the Area.

### 7.1 Option 1: Retain and Maintain Existing Hall

This option would require the lowest capital cost but was dismissed as it:

- Would not meet the long-term needs of the community due to the age, configuration and condition of the existing facility.
- Would likely result in the short-term deterioration of the hall to the point where it would become unfit for purpose and beyond repair.
- Would not be financially sustainable due to the increasing cost of maintenance as the facility aged further.

### 7.2 Option 2: Repair Existing Hall

This option would involve repairing the existing hall on site, retaining the existing configuration and layout. The advantages of this option are:

- It would be cheaper than a full rebuild.
- It would be a quicker option.

The disadvantages of this option include:

- The need to raise the balance of the cost of repairs.
- A high cost risk due to the un-known state of much of the facility.
- It would trigger the need to meet Building Code requirements that the existing facility does not meet.
- It would not futureproof the facility.
- The facility would be un-usable during the period of repair.

### 7.3 Option 3: Build a New Hall.

This would involve construction of a completely new facility.

The advantages of this are:

- It would provide a new, modern, fit for purpose facility that will meet long term need.
- The cost would be well defined.
- Lower maintenance costs.
- Alternative site and partnership opportunities.
- Continuation of use of the existing hall while the new one is being built.

The disadvantages of this option are:

- Higher capital cost.
- The need to raise the balance of the funding.
- Additional time for design, planning and construction.

#### **7.4 Recommended Option**

It is recommended that Option 3: Build a New Hall, is pursued due to the overall advantages of this option and the significant challenges and risks the that the other options present.

## 8. Site Options

### 8.1 Introduction

The scope of this feasibility study also included identification and analysis of site options for a future hall (including the existing site).

In discussions with the Hall Committee and stakeholders there was a strong desire to retain a facility in the township therefore no sites outside of the township were considered.

Four possible site options were identified for consideration. These were:

- The existing site.
- On school land.
- At the Sefton Domain.
- The old library site on the corner of High Street and Pembertons Road.

*Figure 13. Old Library Site.*



### 8.2 Site assessment

When assessing each site, the following criteria were considered:

- Size and shape.
- Impact on users.
- Opportunity to hub facilities and users.
- Opportunities to work with other potential partners.
- Ability to realise capital from the sale of the existing land.
- Utilised existing services such as car parking and utilities.
- Provides the ability to provide a continuation of service.

Street frontage and profile were not a strong consideration for site location as facilities such as these are not generally considered 'destination' or 'drop in' type facilities. They are usually well known by the local community who are the majority of users and location and other details can be listed on websites and other avenues for those that need to find them.



A summary of the assessment of the site options against the criteria above is shown in Table 8.

Table 6. Site Option Assessment

Site	Size Shape Availability	Impact on users	Hub	Potential Partners	Land Sale	Utilises existing services	Continuation of service
Existing	✓	✓	✗	✓	✗	✓	✗
Domain	✓	✗	✓	✓	✓	✓	✓
Library	✗	✓	✗	✓	✓	✓	✓
School	✗	✓	✓	✓	✓	✓	✓

✓ High alignment with the criteria ✗ Low alignment with the criteria

The School indicated that their grounds are already limited in size to meet their existing needs and a hall and associated infrastructure (e.g. accessways and parking) located on their grounds would further restrict their outdoor space. For this reason, the school site was not pursued further.

The library site was also dismissed as it is not of sufficient size to accommodate a hall.

The existing site has worked well for over 100 years and it would continue to be a suitable site for a new hall as it does have some advantages including size, proximity to the school and street frontage. However, the advantages of the Domain site outweigh the advantages of the existing site.

The school preferred the existing site due to its location immediately adjacent to the school but were supportive of the Domain as a site and indicated the intention to continue to use a community hall if that was the chosen site.

Discussions with the existing Domain users were held and all were supportive in principle of a new facility on the Domain.

### 8.3 Recommended Site

The Domain site is recommended as the site for a new community hall due to:

- Location.
- Availability.

- The potential benefits from co-location and hubbing with other users on the domain.
- The opportunity to realise the capital value from the land at the existing site.
- The ability to retain use of the existing hall while a new facility is constructed at the domain.

If the Domain site is adopted as the preferred site, it is recommended that a new facility is constructed on the site of the current pavilion and includes provision for the existing pavilion users in the new building.

Although the existing pavilion on the Sefton Domain was largely undamaged in the earthquakes<sup>6</sup> and is structurally sound, it is estimated to be around 50 years old and in need of upgrading to continue to be fit for purpose.

Initial discussions with the Waimakariri District Council indicate a willingness to consider an application for a lease for a new combined building on the Domain.

*Figure 14. Existing Pavilion at Sefton Domain*



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<sup>6</sup>Opus Detailed Engineering Evaluation and Quantitative Assessment Report June 2013

## 9. Preliminary Schedule of Spaces

The preliminary schedule of spaces describes the main spaces and approximate sizes/capacity that each would include.

The schedule of spaces enables the preparation of a brief for an Architect to use in preparing a concept plan and a subsequent estimate of costs by a Quantity Surveyor.

This enables the Committee to get an indicative cost for the proposed facility and to hold further discussions with users, funders and other stakeholders to refine the design and progress the project. The final design of the proposed facility will need to be agreed by stakeholders following further discussions and negotiation.

### 9.1 Hall User Requirements

In preparing the schedule of spaces, the needs of the existing hall users as well as the users of the pavilion at the Domain were considered.

The key groups included were:

Existing Hall Users:

- Sefton School
- Sefton Kowai Women's Institute
- North Canterbury Federation Women's Institute
- Boxfit
- Sefton Indoor Bowls
- Pegasus Cycle Club and Papanui Cycling Club
- Gulliver & Tyler Funeral Directors
- Canterbury Indoor Bowls
- Okinawan Go Ju Ryu Karate Federation
- Sigrid McTurk - Music Teacher

Sefton Domain Pavilion Users:

- Sefton Domain Board
- Sefton Tennis Club
- Sefton Playgroup
- Sefton Cricket Club
- Waimakariri District Council.

Details of the specific spatial requirements of each user group can be found in Appendix 2.

Key considerations identified for a new facility were:

- Continuation of spaces to accommodate all existing hall users.
- Accommodation of existing Domain Pavilion users.
- Integration into the Domain site.
- Flexibility
- Safety and accessibility
- Comfort and functionality
- Affordability

### 9.2 Preliminary Schedule of Spaces



The following preliminary schedule of spaces has been created to reflect input from stakeholders and considering the existing facility footprint. Square metre sizes are approximate.

The existing hall has most of the components in sizes that a new hall would require. The main differences between the existing hall and a new build would be:

- Improved and code-compliant toilet spaces.
- Reduced kitchen space.
- Improved accessibility.
- Comfort and functionality.
- Change rooms with showers.
- Ability to accommodate other users.

*Table 7. Preliminary Schedule of Spaces.*

Area	Description	Comment	Approx. m <sup>2</sup>
Entrance Foyer	<ul style="list-style-type: none"> <li>• Main entrance area for hall.</li> </ul>	<ul style="list-style-type: none"> <li>• Welcoming and easily accessible</li> </ul>	10m <sup>2</sup>
Hall Space	<ul style="list-style-type: none"> <li>• Main Community usage space.</li> <li>• Large open space with wooden floors and high ceiling.</li> <li>• School use for sports, activities, performances, gatherings and assemblies.</li> <li>• Community group hire for sport, social functions, funerals and weddings, community meetings and activities.</li> <li>• Similar size to existing hall.</li> <li>• Solid wooden floor for school physical activity use, school and other productions, large gatherings.</li> </ul>	<ul style="list-style-type: none"> <li>• 150-200 seated theatre style (temporary).</li> <li>• Up to 350 standing.</li> <li>• Robust fit-out for indoor sports use.</li> <li>• Roof height similar to existing hall.</li> </ul>	250m <sup>2</sup>
Stage Area	<ul style="list-style-type: none"> <li>• Stage Area for school productions and social functions.</li> <li>• Could be permanent stage area or additional space for temporary stage.</li> </ul>	<ul style="list-style-type: none"> <li>• Temporary option possible to maximise hall area usable space.</li> </ul>	35m <sup>2</sup>
Kitchen	<ul style="list-style-type: none"> <li>• Basic kitchen for food preparation to service meeting room and hall area.</li> <li>• Servery to hall area.</li> </ul>	<ul style="list-style-type: none"> <li>• Accessible from main hall as well as meeting room.</li> </ul>	20m <sup>2</sup>
Meeting Room	<ul style="list-style-type: none"> <li>• Single room meeting space for small group meetings.</li> <li>• Accommodate 20-30 people theatre-style.</li> <li>• Playgroup.</li> </ul>	<ul style="list-style-type: none"> <li>• Separate meeting room from Hall.</li> <li>• Separate entrance from main hall to enable concurrent use.</li> </ul>	30m <sup>2</sup>

Area	Description	Comment	Approx. m <sup>2</sup>
		<ul style="list-style-type: none"> <li>Accommodate 20-30 people theatre-style.</li> </ul>	
Change Rooms	<ul style="list-style-type: none"> <li>2 x change rooms for Domain users</li> </ul>	<ul style="list-style-type: none"> <li>Changing rooms and shower for Domain sports teams and event users.</li> </ul>	2 x 20m <sup>2</sup>
Storage - internal	<ul style="list-style-type: none"> <li>Storage for tables, chairs, indoor bowls mats, bowls, playgroup equipment etc.</li> </ul>		20m <sup>2</sup>
Storage - external	<ul style="list-style-type: none"> <li>Storage for 'outdoor' items (e.g. playgroup cycles, cricket or sports equipment)</li> </ul>	<ul style="list-style-type: none"> <li>Externally opening</li> </ul>	6m <sup>2</sup>
Toilets	<ul style="list-style-type: none"> <li>Toilets for Hall users.</li> <li>Accessible for use by all spaces.</li> </ul>		32m <sup>2</sup>
Total			443m <sup>2</sup>

## 10. Preliminary Concept Plan

### 10.1 Introduction

Using the schedule of spaces, a preliminary concept plan has been developed for a new Hall on the site of the existing Pavilion at the Sefton Domain site as shown in Figures 15 and 16.

The plan is based on user needs but has been drawn with flexibility of use in mind. The building is slightly smaller overall than the current facility, mostly as a result of the reduced kitchen area but this is partly off-set by the addition of change rooms and external storage.

The orientation and location of the building considers the existing structures on the site (e.g. war memorial and trees) as well as the elevated position overlooking the Domain itself.

The purpose of the preliminary concept plan is to give an indication of what a facility may look like and to be able to obtain an indicative capital cost. This will provide enough information to allow project partners, stakeholders and funders to undertake their own due diligence, progress discussions and ultimately come to an agreed way forward for all parties.

The preliminary concept plan is intended to be the first step in the design process and will likely be modified as the project and design process progresses.

Figure 15. Proposed Hall Site Location and Orientation – Sefton Domain





Figure 16. Preliminary Concept Floor Plan



SHEPPARD & ROUT

SEFTON COMMUNITY HALL SOCIETY - NEW HALL

Scale 1:100 @ A1 01 November 2019

PROPOSED FLOOR PLAN

## 11. Preliminary Estimate of Costs

The preliminary concept plan has been independently professionally assessed for a preliminary estimate of cost. The estimate of cost at this stage is indicative based on building size, location, function, key assumptions and the use of a traditional procurement and construction process. This does not preclude using other methods of procurement such as a design-build process. More exact costs would be expected to be identified at subsequent design stages.

### 11.1 Preliminary Estimate of Costs

The preliminary estimate for cost for construction is shown in Table 10.

*Table 8. Capital Cost Breakdown*

Item	Cost
Provisional amount for demolition of pavilion on the Domain	\$30,000
Provisional amount for demolition of existing Hall	\$37,000
Provisional sum for asbestos in demolished buildings	\$25,000
Community Hall and parking area	\$1,210,500
Contingency Sum	\$75,000
<b>Total Project Build Cost Estimate</b>	<b>\$1,377,500</b>

Provisional Sums are included for the following items –

- Demolition of the existing pavilion building on the Domain - \$30,000.
- Demolition of the existing hall building – \$37,000.
- Asbestos removal, sealing of services etc for both buildings – \$25,000.
- Contingency Sum to cover unforeseen costs - \$75,000.
- Drainage and incoming water - \$15,000.
- Building Consent - \$10,000.
- Heating - \$25,000.
- Fire Alarms - \$10,000.

The estimate does not include:

- Resource Consent Costs
- Local Authority levies, other than a Building Consent
- Design costs – Architectural, Structural, Fire Report, Geotechnical Report, Quantity Survey fees, Management fees etc

The Capital cost also does not include provision for equipment such as chairs, tables, cutlery, sound system and other similar items needed to furnish the hall to a usable standard.

Full details regarding costings can be found in Appendix 4.

### 11.2 Options for Reducing Capital Costs

Should the SCHS wish to reduce the capital cost of the facility, two options could be considered:

1. Reduce the overall footprint of the building. The risk with this is that the building may not meet the future needs of the community – especially given the current usage of the park.
2. Reduce the level of fit-out. The trade-off with this would be a lower level of resistance to wear and tear, lower level of comfort for users and potentially higher repairs and maintenance costs.

## 12. Capital Funding Analysis

### 12.1 Overview

Third party philanthropic funding may be available to assist with the additional capital cost of the facility.

Traditional third-party capital funders are increasingly seeking assurances around strategic context, identification of need and evidence of feasibility for community projects. If this avenue of funding is pursued, then all stakeholders in the facility will need to be well organised and unified to be successful in their approaches to funders.

It is recommended that a detailed capital fundraising plan including facility fit-out is prepared and implemented.

### 12.2 Sefton Public Hall Society

The Sefton Public Hall Society will be able to contribute to the cost through:

- Existing funds on hand.
- Sale of the existing hall land.
- The potential to borrow.

### 12.3 Waimakariri District Council

Discussions with Waimakariri District Council indicate a willingness to consider an approach by the Society for a capital contribution through their 2021-31 Long Term Plan process. The Council may also be willing to contribute to the ongoing operational costs through:

- Provision of community grants.
- A peppercorn lease for the site.
- Ground maintenance.
- Rates rebates.

### 12.4 Ministry of Education

The Sefton School does not have its own hall currently and have indicated that they do not have space on their existing site for a community hall. The Ministry of Education have indicated they do not have plans to construct a hall on the school site.

It is current Ministry policy not to invest in assets that are not on Ministry land so unfortunately a capital contribution from the MoE for a community facility on the proposed (Domain) site is not an option.

### 12.5 Rata Foundation – Building Projects Fund

Rātā Foundation, formerly The Canterbury Community Trust, is the South Island's largest philanthropic funder. They cover Canterbury, Nelson, Marlborough and the Chatham Islands. Over the last three decades the Rata Foundation have assisted hundreds of organisations through grants totalling over \$474 million to help communities in need including \$363 million in Canterbury.

The Rātā Foundation Building Projects Fund provides grants for building projects which foster community connections, increase community participation, or are of regional



significance. It is likely that the proposed community hall would meet all of the above aspects.

For applications over \$100,000, Rata Foundation request the applicant to first contact one of their Community Engagement Advisors to discuss the project and timelines.

## 12.6 Lottery Grants Board

Under the Gambling Act 2003, all profits from playing Lotto are used to benefit New Zealand communities. The New Zealand Lotteries Commission runs the Lottery, and the New Zealand Lottery Grants Board distributes its profits. The Department of Internal Affairs administers the funds on behalf of the Board.

There are two main avenues for Lottery Grants Board funding for facility development:

1. The Lottery Community Facilities Fund provides grants:
  - to improve or build new community facilities, or
  - for feasibility studies.

Their aim is to get more people involved in community and social activities, and to strengthen communities and bring people together by helping to develop their community facilities.

There are two rounds per year. In the last round, there were 60 grants made that ranged from \$6,000 - \$650,000 with an average grant of approximately \$165,000.

2. Lottery Significant Projects Fund.

The Lottery Significant Projects Fund provides grants for projects if they are of Regional Significance and the total cost is over \$3M. The size, scope and reach of this project would deem it unlikely to be considered applicable under this fund.

## 12.7 New Zealand Community Trust

NZCT is the largest funder of amateur sports participation in New Zealand. Funding is received from the proceeds of gaming machines with the vast majority (about 92 percent) of grants being distributed in the community where the funds were generated.

The NZCT has a strong focus on sport, however, also support other important causes including community groups. The majority of grants are for operational costs. There are some instances where funding has been provided for significant facility development.

In the 2018/19 year the NZCT made 243 grants to organisations in the Canterbury area ranging from \$600 –\$200,000.

Grants that the SPHS may rely on for future operating support for the hall should be considered before applying to the NZCT for a capital contribution.

## 12.8 Lion Foundation

The Lion Foundation is another funding agency that distributes funding from gaming machines across the country.

In 2017 they distributed \$28,661 in the Waimakariri District across 9 organisations ranging in size from \$1,600 to \$7,500 and averaging \$3,000.

The Lion Foundation grants are given to a diverse range of charitable causes in the areas of health, education, sports and community (which includes arts, culture, heritage and environment). Like NZCT, most grants are for operational costs. Again, consideration should be given to ensure any application for this project does not adversely affect potential grants to tenant organisations.

## 13. Ownership, Governance and Management

### 13.1 Introduction

There are essentially two main types of governance model for community facilities such as these:

- Council owned and managed
- Community owned and managed (with a variety of sub-options).

In identifying a recommended governance and management model, the following was considered:

- Historical ownership and management of the Sefton Hall.
- Input, direction and preference from the Sefton Public Hall Society.
- Waimakariri District Council, policies, plans and preferences.
- Ability to fund-raise for capital and operational costs.
- SPHS hire fee structures and goals.
- User profile and ability to pay.
- Ability to leverage volunteer support.
- The SPHS capacity and capability to manage large capital assets.
- Current best practice.

Considering the factors above and the SPHS's strong preference to own and manage the facility, a model with the SPHS as the facility owner and manager is favoured.

### 13.2 Ownership, Governance and Management Model

This section relies on the following assumptions:

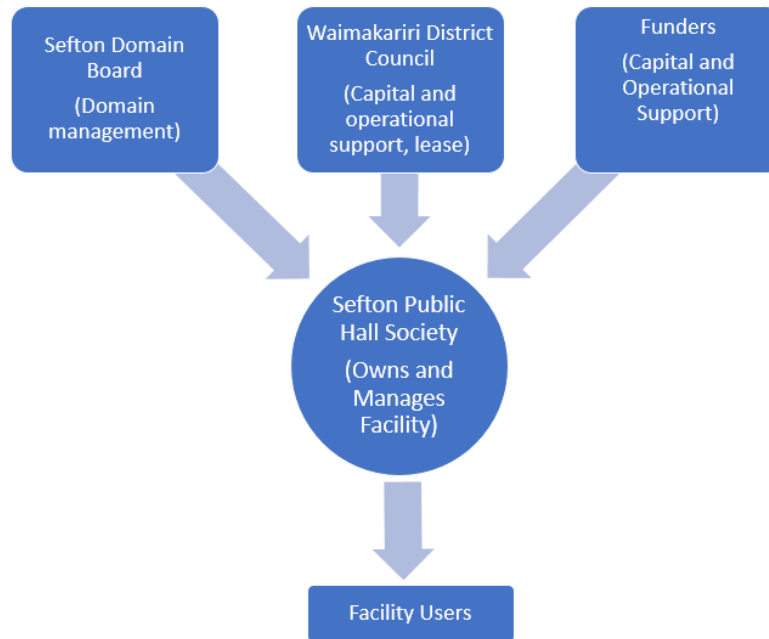
- SPHS will:
  - Fundraise the required capital cost.
  - Plan and construct the facility.
  - Retain ownership and management of the facility.
  - Be responsible for the financial management and operation of the facility.

Under this scenario, SPHS would develop and own the facility. It would lease land (building footprint) from the Waimakariri District Council. The SPHS would retain control and responsibility for all financial and operational aspects of the facility while the Waimakariri District Council would be responsible for maintenance and operation of the Domain (including the proposed car park) through the existing Domain Board.

The SPHS would set the policies for use, take bookings and manage hire of the facility to regular and one-off users. Capital contributors may require certain access rights for themselves or others in return for funding.

Figure 17 shows a relationship hierarchy under this scenario.

Figure 17. Sefton Hall Ownership, Governance and Management Structure.



### 13.3 Discussion

This is a preliminary analysis to give a high-level indication regarding ownership and management of the facility. There is further detail that will need to be discussed and each party will bring different needs, expectations and resources to the table. These variables make it difficult to predict any further level of detail regarding agreements, leases, access or other considerations.

There are however some consistent learnings from similar facilities that have been developed around the country that stakeholders should keep in mind:

- Information is essential to good decision-making.
- The process usually takes a lot longer than expected.
- Clear and open communication and accurate record keeping is important.
- The project will need a 'champion'- in this case the SPHS.
- Commitment will be required from parties at each successive stage of the process and will need to increase as the project progresses.
- Parties will need to be given enough time to consider options – particularly when faced with key decisions.
- A flexible and open approach early on will pay dividends in the end.

## 14. Preliminary Business Model

This budget has been developed to reflect the current mix of interested groups, alongside the recommended governance and management model for the management of the Facility.

The Hall will be a significant asset developed by the SPHS for use by local community and sporting groups. The Hall is a long-term asset that requires commitment, stability and capability from the SPHS and those groups that supports its sustainability. At the same time, the ability of those groups to support this Facility can change relatively quickly as participation numbers rise or fall.

A key principle that should be embraced is that of Partnership. The facility should be seen as a partnership between the SPHS and the key Partners identified in Figure 17. This partnership will require proactive, regular communication.

The following sections look at the possible users of the facility and a preliminary operating budget which relies on key assumptions.

### 14.1 General assumptions

In preparing this preliminary operational model the following assumptions have been made:

- The existing hall will be demolished, and the land sold to support the development of the new hall.
- The SPHS will continue to be entirely voluntary based.
- The capital cost including fit-out will be fully funded with no borrowings.
- A long-term land lease at the Domain at a peppercorn rate will be secured from WDC.
- The following assumptions are made but will need to be negotiated with WDC:
  - WDC will maintain the car parking area and all building surrounds as part of the overall Domain maintenance programme.
  - WDC will provide an operational contribution in lieu of the provision of public services provided in the new facility i.e. change rooms, toilets and showers.
  - The existing annual grant funding from WDC will at least be maintained and CPI adjusted.
- Differential hire rates will apply for commercial and community users.
- The SPHS may wish to provide a discounted rate to regular users or to reflect the users' ability to pay but the full-rate is shown in this preliminary business model.
- An active but cost-effective promotional programme will be set up to attract new users to the facility.
- No Wi-Fi capability will be installed at the venue as part of the construction and fit out process – users will be expected to provide their own internet access.

It is recommended a full review of revenue and expenditure should occur after year one to ensure the key assumptions in this Preliminary Budget are correct.

### 14.2 Operating Revenue Assumptions

The following section outlines the assumptions that have been used to determine this budget. As these assumptions are confirmed (or otherwise) throughout the process, the budget will be able to be updated.

## Revenue by Users

Hire charges need to be in line with other similar community facilities in the area and the significantly upgraded and more modern facility. Hire charges with regular users and those with limited ability to pay may be negotiated. If a community group was to contribute to the capital cost, they may negotiate a lower rental charge. Based on requirements indicated by users and pricing for similar facilities, income is calculated as shown in Table 11

Table 9. Annual Hire and Rental Income

Organisation	Number of Hires	Hours/days	Rate	Income
Community Hires	200	450 hours	\$10	\$4,500
Commercial (e.g. events, funerals)	10	40 hours	\$50	\$2,000
Private Hire (e.g. Weddings, birthdays)	10	Half-days	\$100	\$1,000
	10	Full-days	\$200	\$2,000
Total				\$9,500

## Fundraising and Sponsorship

SPHS will own the naming rights to the venue and may wish to secure a naming rights sponsor. However, a conservative approach should be taken when budgeting for sponsorship revenue for facilities within a provincial community.

A small amount of \$1,000 per annum gained from a mix of naming right sponsors for various spaces; contributors of an annual sponsorship as part of a sponsors' wall and one-off contributions.

The SPHS also undertake other fundraising activities throughout the year for which an amount of \$2,000 is included.

## Grants

The Waimakariri District Council currently provides an annual operating grant to the SPHS of \$4,750. While it cannot be assumed this grant will continue, the grant has been in place for some time and included in the budget with a small inflation adjustment.

Other operational grants are available from various philanthropic organisations, but these are not generally given on a long-term basis or guaranteed from one year to the next. For the purposes of this budget we have allowed for \$2,000 per annum on average to be gained through grants.

## Kitchen, Bar and Servery Revenue

As there is no bar planned for the facility and hirers will cater their own events, no income is estimated for this component.

### 14.3 Operating Expenditure Assumptions

The following operating expenditure assumptions were made:

- Insurance<sup>7</sup> is estimated at \$8,500 for the facility based on a valuation of \$1,377,500.
- Power usage is budgeted at \$2,000.
- Council would lease the Domain land for \$1 per annum (included in the miscellaneous expenditure budget figure).
- Cleaning is calculated at \$1,000 (most will be paid for by hirers and the balance largely volunteer based).
- Repairs and Maintenance – As the building will be new, a small amount of \$1,000 for repairs and maintenance of the building itself due to wear and tear is budgeted. This budget item will need to be increased over time as the building ages and wear and tear increases. It is assumed that the surrounds will be maintained via the Domain Committee and WDC.
- Depreciation at 2% of the value of the facility on a straight-line basis over 50 years would be \$26,000 per annum.
- No staff cost will be incurred as the volunteer committee will continue to be responsible for management.
- A basic internet connection but no phone connection will cost around \$75/month or \$900 per annum.
- Miscellaneous (stationery, postage etc.) \$500.
- Basic kitchen consumables (tea coffee, milk etc) will be the responsibility of users so no budget provision is made.
- An initial marketing and promotion budget is included at \$1,000 for and opening event and to ensure the hall is promoted initially. A nominal amount in following years has been budgeted given the ability to use freely available social media and other networks to promote the facility.
- No additional waste management above that provided by the Council is anticipated.
- An estimate for rates of \$2,000 is included taking into consideration the increased value of the facility but assuming no rates are payable on the leased land.
- An amount of \$1,000 for alarm monitoring is included to assist with security.

### 14.4 Preliminary Annual Operating Budget

Table 12 shows an indicative annual operating budget for the facility in the first year of operation based on the income and expenditure assumptions in the previous section. It shows that with a consistent charging regime at a fair price that is comparable to other facilities in the area that a small surplus of \$350 can be achieved before depreciation.

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<sup>7</sup> Based on a single commercial estimate. Final build cost and other factors may change this amount.

Table 10. Preliminary Annual Operating Budget

<b>Income</b>	
Hall Hire - Community	\$4,500
Hall Hire - Commercial	\$2,000
Hall Hire - Private	\$3,000
Sponsorship	\$1,000
Grants	\$6,750
Fundraising	\$2,000
<b>Total Income</b>	<b>\$19,250</b>
<b>Expenditure</b>	
Marketing and Promotion	\$1,000
Internet	\$900
Security	\$1,000
Insurance	\$8,500
Heat, Light and Power	\$2,000
Maintenance and Repairs	\$1,000
Cleaning	\$1,000
Miscellaneous	\$500
Rates	\$3,000
<b>Sub Total - Operating Costs</b>	<b>\$18,900</b>
<b>Surplus / Deficit</b>	<b>\$350</b>

## 14.5 Five Year Budget Forecast

Table 13 shows an indicative five-year operating budget for the facility with assumptions as shown. It shows that across all 5 years, a small surplus can be achieved by matching potential increases in costs with increases in hire charges and bookings.



Table 11. Five-Year Budget Forecast

Income	Year 1	Year 2	Year 3	Year 4	Year 5
Hall Hire - Community	\$4,500	\$4,590	\$4,682	\$4,775	\$4,871
Hall Hire - Commercial	\$2,000	\$2,040	\$2,081	\$2,122	\$2,165
Hall Hire - Private	\$3,000	\$3,060	\$3,121	\$3,184	\$3,247
Sponsorship	\$1,000	\$1,000	\$1,000	\$1,500	\$1,500
Grants	\$6,750	\$6,750	\$6,750	\$7,000	\$7,000
Fundraising	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
<b>Total Income</b>	<b>\$19,250</b>	<b>\$19,440</b>	<b>\$19,634</b>	<b>\$20,581</b>	<b>\$20,783</b>
<b>Expenditure</b>					
Marketing and Promotion	\$1,000	\$500	\$500	\$500	\$500
Internet	\$900	\$918	\$936	\$955	\$974
Security	\$1,000	\$1,020	\$1,040	\$1,061	\$1,082
Insurance	\$8,500	\$8,670	\$8,843	\$9,020	\$9,201
Heat, Light and Power	\$2,000	\$2,040	\$2,081	\$2,122	\$2,165
Maintenance and Repairs	\$1,000	\$1,000	\$1,000	\$1,000	\$1,500
Cleaning	\$1,000	\$1,050	\$1,103	\$1,158	\$1,216
Miscellaneous	\$500	\$500	\$500	\$500	\$500
Rates	\$3,000	\$3,060	\$3,121	\$3,184	\$3,247
<b>Sub Total - Operating Costs</b>	<b>\$18,900</b>	<b>\$18,758</b>	<b>\$19,125</b>	<b>\$19,500</b>	<b>\$20,385</b>
<b>Surplus / Deficit</b>	<b>\$350</b>	<b>\$682</b>	<b>\$509</b>	<b>\$1,081</b>	<b>\$398</b>

increase of 2% per annum  
increase of 2% per annum  
increase of 2% per annum  
stable for Y1-3. Increase Y4.  
stable for Y1-3. Increase Y4.  
Stable for period.

Y1 amount for opening and promotions. Y2-5 stable  
increase of 2% per annum  
increase of 2% per annum  
increase of 2% per annum  
increase of 2% per annum  
Low in Y1-4, increasing Y5  
5% increase for inflation and as building use increases  
Stable for period  
increase of 2% per annum

## 14.6 Sensitivity Analysis

Community Facilities such as the Sefton Hall are commonly provided at the lowest cost possible to the community. Fundraising, voluntary labour, grants, sponsorship and other philanthropic sources are essential to ensuring sustainability and affordability of such facilities.

With such low margins, small changes in income or expenditure can make significant differences to the viability of a facility.

A sensitivity analysis as shown in Table 14 shows what impact relatively small changes in income and expenditure can make to the financial bottom line for the proposed facility. It shows a series of scenarios if revenue or expenditure are up or down by either 10% or 25%.

The analysis shows that even small negative changes in revenue or expenditure of only 10% can result in a deficit scenario for the facility managers. However, increasing use by existing users and actively seeking new users has an equal but positive effect on surplus.

In order to stay within budget, the facility manager must keep a close watch on both income and expenditure against their budget.

Table 12. Sensitivity Analysis

Revenue Scenario	Base Budget	Down 25%	Down 10%	Base	Base	Up 10%	Up 25%
Expenditure Scenario	Base Budget	Base	Base	Up 10%	Up 25%	Base	Base
<b>Total Income</b>	\$19,250	\$14,438	\$17,325	\$19,250	\$19,250	\$21,175	\$24,063
<b>Total Expenditure</b>	\$18,900	\$18,900	\$18,900	\$20,790	\$23,625	\$18,900	\$18,900
<b>Net Surplus / Deficit</b>	\$350	-\$4,463	-\$1,575	-\$1,540	-\$4,375	\$2,275	\$5,163

## 14.7 Operating Budget Summary

The preliminary operational model for the proposed Hall indicates that in a scenario where users are charges for use at a fair price that is comparable to other halls in the area this would result in a small surplus in the first year of \$350.

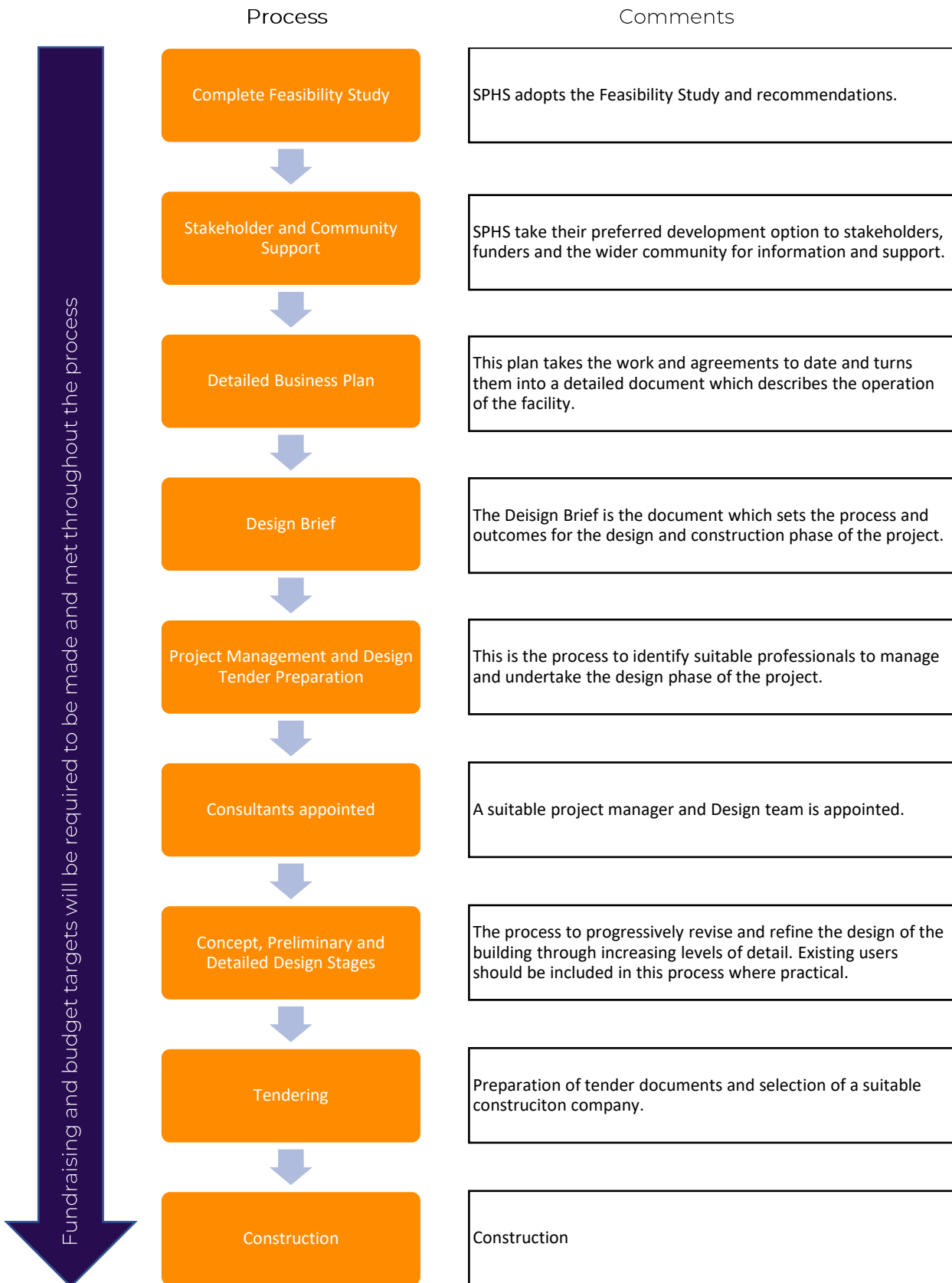
The forecast deficit may increase or decrease depending on a number of factors such as:

- Level of use.
- Ability of hirers to pay.
- Agreed supply of services from third parties (power, security, internet etc).

A major consideration must be the affordability of the facility to community user groups for whom income is limited.

## 15. Project Roadmap

A project roadmap is shown for the ensuing steps in the process.



## 16. Conclusions

This report has found:

- There is sufficient need for a community hall in Sefton.
- The existing hall is not economic to repair and no longer fit for purpose.
- A new hall should be constructed.
- The Sefton Domain on the site of the existing Domain Pavilion would be the best site in the township to locate a new facility.
- The sale of the existing hall site would provide a contribution towards the cost of a new facility on the Domain site.
- The facility should broadly include the components outlined in the preliminary schedule of spaces in section 10 of the report.
- An indicative cost for a new facility as described in section 11 is \$1,377,500.
- The Sefton Public Hall Society have existing funding plus the potential sale of the land from the existing hall site to contribute to the project and should pursue funding from third parties for the balance of the cost of the facility.
- The Sefton Public Hall Society are best placed to own and manage the new hall.
- An initial analysis of the financial operation of a proposed hall shows that with user fees set in line with other facilities in the District, usage at similar or higher levels and a continuation of the volunteer base for operating the hall, the hall could be financially self-sustaining before accounting for depreciation.

## 17. Recommendations

It is recommended that:

8. The Sefton Public Hall Society adopt this Feasibility Study.
9. A new facility is constructed on the Sefton Domain replacing the existing Pavilion and providing access to those current users of the Pavilion.
10. The new facility broadly contains the spaces as outlined in the preliminary schedule of spaces in this report.
11. The new facility is owned and operated by the Sefton Public Hall Society.
12. The existing hall is deconstructed, and proceeds from the sale of land go towards the new facility.
13. The Sefton Public Hall Society maintain a dialogue with all key stakeholders including but not limited to the Waimakariri District Council, Sefton Domain Board, Ministry of Education, key user groups and funders to ensure any opportunity to enhance the development is taken.
14. The Sefton Public Hall Society seek independent professional advice and support for the ensuing steps in the process

## 18. Appendix

### Appendix 1. List of Secondary Data Review Documents

- Sefton Hall Committee Financial Statements 2016-18.
- Detailed Engineering Evaluation 2013.
- Proposed Building Consent Application for structural Upgrades and Alterations.
- Sefton Hall project specification 2015.
- Sefton Public Hall EQC initial evaluation procedure.
- Community Chatter, June/July 2019.
- Opus Detailed Engineering Evaluation and Quantitative Assessment Report June 2013.

### Appendix 2. Stakeholder one-on-one summaries

#### Sefton School

- Situated adjacent to the Sefton Hall.
- Currently 128 pupils (average roll fluctuates between 115-120).
- There is currently no school hall on site and no capacity for development on site.
- The current Sefton Hall is a valuable part of the school community and without numerous extra curriculum activities could not occur (no access to alternative facility).
- The school currently use the hall weekly with demand for more usage of the space.
- Activities undertaken by the school in the hall include:
  - Kapa Haka
  - School Production
  - Assembly's
  - Indoor and rainy-day sports
- No access to storage on site.
- Currently there is no cost to the school for usage of the hall, however they are willing to make an agreement.
- Domain site would also be a suitable location, however current site would be preferred.
- Upgrade of booking system.

#### Spatial Requirements

- Current size is adequate; however, basketball court size would be ideal.
- Need for larger stage.
- Storage space.
- Additional lighting.
- Acoustics.
- Internet access.
- Kitchen.

#### Sefton Kowai Women's Institute

- Currently approximately 30 members.
- Use hall once a month (8 meetings a year).
- Pay annually (\$30 per half day.)
- Total of approximately 18-20 members per meeting.
- Use supper room of hall.
- Run annual flower show in hall.

- No position to contribute to capital costs.

#### Spatial Requirements

- Meeting space for approximately 20 people.
- Heating.
- Carpet.
- Kitchen.
- Accessibility access.

#### North Canterbury Federation Women's Institute

- Currently approximately 150 members.
- Membership is up and down, numbers this year are up.
- Use the hall once a month, plus for other events throughout the year.
- It is used for meetings, Eisteddfod, craft days and general gathering.
- Pay hall hire (approx. \$20-\$60 p/h depending on use).
- Need for more accessible/ larger stage for the use by senior members.
- Prefer the hall at its current site as it is central and when repaired or rebuilt would have better parking and access. The library site would be too small.
- See Domain as an option, however, feel parking would have to be considered.

#### Sefton Domain Board

- Committee Structure that provides operational and strategic support to WDC in managing and planning of the Domain.
- Currently consists of about 6 active members.
- Council own the Land and the buildings.
- Domain currently used by:
  - 5 Cricket teams
  - Playground (once a week)
  - Rugby Training (only occasionally in winter when Loburn Field can't be used)
  - Tennis Club
  - Functions
  - Caravan Association
  - Occasionally used for family picnics
- Open to discussion on location of combined hall facility on Domain.

#### Boxfit

- Individual user who co-ordinates the sessions.
- Currently getting about 8 people along to each session.
- Used hall every Tuesday evening (main hall area).
- Charges \$5 pp to cover hall hire at \$20 per session.
- Has been going for approximately 4 years.

#### Spatial Requirements

- Large open space (current hall size is adequate.)
- Wooden Floors.
- Toilets.



- Brings own equipment – no special storage required.
- Ability to hang a punching bag from roof nice but not essential.

### Sefton Indoor Bowls

- Currently 15 members, with growing membership.
- Have used the Sefton Hall for over 50 years.
- See the hall as their home.
- Use the hall 75 times per year:
  - Every Monday evening for 2 and a half hours, plus additional tournaments throughout the year, these normally run all day
- Have storage space off supper room for mats and bowls.
- Current hall meets their needs, however:
  - see the opportunity for future growth through floor layout.
  - Capacity is at around 6-8 lanes that are run across the hall.
  - With extra width and level flooring they could run up to 12 lanes a night.
  - A lot of wasted space within the hall (toilet/kitchen area etc.). Could utilise this space better.
- Club pay \$30 for Monday night hire/ approx. \$60 for tournaments.
- Prefer current site due to its main road location, see it as an advantage for advertising purpose and those driving by. See being visible as key.
- Would use Domain if new facility was built, however don't see this as a suitable location.
  - Could be an easy target for vandals.
  - Hidden in the middle of town.

### Spatial Requirements

- All the current hall holds.
- Floor layout and size is essential (current length is adequate, however greater width would allow for additional lanes) - Level floor.
- Storage required.

### Pegasus Cycle Club and Papanui Cycling Club

- Use hall 3-4 times per year for road cycling events over the summer.
- Usually between 60-120 riders.
- Hall used for event operations – rider registration, briefings, post event prize-giving.
- Require good off-street parking.
- Need a basic kitchen (not commercial).
- Have their own PA system.
- Like the simplicity of booking and use of existing committee structure – very little paperwork and bureaucracy. Prefer that management / operational model for simplicity.
- Steps into supper room difficult for riders with cleats.
- Are not in a position to provide capital contribution.
- Have used the cricket club rooms at the domain before but not ideal.
- Would be fine at an alternative location (within Sefton) e.g. Domain.
- Prefer to run events that can start and finish in same location - Sefton Hall is good for that.
- Only charge \$20 - \$30 per event entry fee to keep costs down.

## Spatial Requirements

- Hall capacity of 60-120 standing.
- Sufficient toilets.
- Basic kitchen.
- Meeting room of similar size to existing supper room for registrations.
- Separate room for operations to hall space and separate entrance.

### Sefton Tennis Club

- Small club ~ 12 members.
- 1 team in North Canterbury Tennis Competition.
- Play during summer months predominantly.
- Based at Domain.
- WDC own courts and facilities.
- Use 'shearing shed' building and lean-to as social area after matches.
- Don't currently use the Sefton Hall as it is too far from courts.
- Would use a hall facility if based on the Domain.
- Would require basic lounge and kitchen facility.
- Open to discussion regarding contributing to facility capital or operational costs.

### Sefton Playgroup

- Use Pavilion at Sefton Domain.
- Not a formal Early Childhood Education Provider – just a casual 'coffee' group for local caregivers and their children.
- Currently don't pay to use the facility and wouldn't be able to afford to pay for use.
- Usually run Tuesdays 9-12.
- Need storage for bikes for children (Currently in shed out back of pavilion).
- Use the whole pavilion when running the playgroup.
- A space the size of the existing hall would be plenty of space.
- No ability to contribute capital.
- Would support a new combined facility on the domain.
- Happy to share with other users.

### Sefton Cricket Club

- Use hall occasionally for funerals but not for some time recently (at least 2 years).
- Currently 2 adult teams (1 Premier and 1 2nd Grade in NC Comp) plus 4 junior teams.
- Require 2 x change rooms and shower for teams.
- Do not require a bar (use and support local hotel + promote responsible drinking) but would like access to a bar.
- Don't need meeting room or lounge as such – just somewhere to sit while watching play.
- If facility was south facing, then that would provide shelter from the sun in summer.
- Currently do and happy to continue to share a facility with others.
- Club would not be averse to a new facility on the Domain.
- Existing facility built around 1960's and is getting old – not so fit for purpose.
- Not in a position to contribute financially to build.
- Currently do not pay anything for use of pavilion so any hire cost for a new facility would then have to be affordable.

### Gulliver & Tyler Funeral Directors

- Use hall occasionally for funerals but not for some time recently (at least 2 years).
- Require basic kitchen for basic catering – oven, urn, cutlery.
- Prefer a 'turn-key' venue – minimal overlay required.
- If the venue worked well for funerals, they would then recommend it and may use it more.
- Domain or other Sefton venue would be fine.

### Spatial Requirements

- Hall for 150 pax minimum (up to 350 max).
- Wheelchair access (for chairs and casket.)
- Portable seating.
- PA System.
- Lectern.
- Sufficient space up front to accommodate casket.
- No tight turns.
- Parking (out front for hearse and for attendees).

### Waimakariri District Council.

- WDC do not currently have a community facilities strategy for reference.
- No plans for hall upgrades or development in that area apart from existing compliance work at Cust Hall and current expansion of Pegasus Community facility.
- Currently provide an annual operational grant to the committee as recognition of the service the committee provides for the local community. No plans currently to amend this grant.
- Open to discussion on options on management of facility.
- Open to discussion on options of ownership of facility.
- Open to discussion on domain as a potential site.
- Process for consideration of above is through LTP.
- See the Ministry of Education as a key partner in discussions as the hall is so critical to the school.
- WDC own the Domain land and main community building on site.
- Would see advantage in combined facility with existing cricket pavilion at the Domain.
- WDC would also consider an approach as a partner for capital investment if need is proven and the committee can secure commitment from other third parties as well as their own contribution.
- Current reserve lease policy is peppercorn rental which would likely apply to Sefton Domain site if that was the preferred site.
- Any final decision on leases, capital or operational contributions, ownership and management will require Council ratification.
- Any process will take time to work through.

### Ministry of Education.

- There is currently no Hall facility at the Sefton School.
- There is currently no plan to construct a facility on school land.
- Ongoing access to the existing hall or a future facility by the school is important.

- The MoE is generally open to investigating opportunity to locate community facilities on school grounds where space and mutual benefit permit.
- If the above was the case, management, maintenance and financial sustainability will need to be agreed to the satisfaction of the MoE and Board of Trustees to ensure neither party is subject to undue risk.
- The MoE would not entertain a capital contribution to the Capital cost of a facility if it was not on MoE land.
- The School may wish to consider a request to the MoE's Resourcing Department to provide additional operational budget to support a lease or hire agreement.

### Canterbury Indoor Bowls

- Each mat is 22 ft long (7m) plus at least 1 m at each end (1.3 m preferred) x 6 ft wide (2m).
- Floor needs to be level.
- Preference to bowl across wood joints rather than along them (e.g. T&G flooring) or at an angle if necessary.

### Okinawan Go Ju Ryu Karate Federation

- Currently use the hall once a week (approx. One hour).
- Cater for kids Karate.
- 60 members and growing.
- Pay \$20 per hour for hire.
- Would be open to the option of a rebuild on the domain as long as the size was similar or larger.

### Spatial Requirements

- Clean, smooth hard floor.
- Larger space would be ideal.
- Toilets.

### Sigrid McTurk - Music Teacher

- Don't currently use the existing Sefton Hall, however, do see a potential use in the future.
  - Future use would include activities such as, small room for meeting or tuition in music/drama / meetings.
- Would see a need for storage, including lockable lockers for frequent users.
- Dividable walls essential for the large hall space to cater for smaller groups.
- Suggests the use of grey-water collection from roof and from hand-wash for flushing toilet.

### Spatial Requirements

- Small meeting room.
- Acoustics and lighting.

Appendix 3. Sefton Hall Bookings 2019

# SEFTON HALL BOOKINGS 2019

**Bowls School Karate Cycle Club W.I. NCWI Casual Box Fit Hall**

**January**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**February**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

**March**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**April**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**May**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**June**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**July**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**August**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**September**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**October**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**November**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**December**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## Appendix 4. Preliminary Cost Estimate

**prestidgeQS Ltd**

Quantity Surveying // Construction Economics



December 3, 2019

Kevin Collier,  
RSL Consultancy

Email – kevin@rslc.nz

Dear Kevin,

**Re – Sefton Community Hall**

Thank you for the opportunity to provide the build cost estimate for the above proposed project, including the estimate to demolish the Sefton Public Hall

Based on the Sheppard & Rout site plan, floor plan, elevations and cross sections dated 1 November 19, and the Detailed Engineering Evaluations for the Sefton Domain Pavillion and the Sefton Hall, we offer the following estimate for consideration. All figures are GST Exclusive, These are to be read in conjunction with the notes below.

Demolition of existing pavilion building –	\$ 30,000.00
Demolition of existing Public Hall, 591 Upper Sefton Rd -	\$ 37,000.00
Provisional Sum for Asbestos in demolished buildings -	\$ 25,000.00
Community Hall and parking area -	\$ 1,210,500.00
Contingency Sum -	<u>\$ 75,000.00</u>
Total Project Build Cost Estimate	<u>\$ 1,377,500.00 + GST</u>

Post: 131 Daniels Rd, RD1, Timaru, pt | (03) 604 8401 - email: bpqs@xtra.co.nz





**Please note the following in relation to above estimates**

**Provisional Sums** are included for the following items –

- Contingency for asbestos removal in the two demolished buildings - \$25,000.00
- Contingency Sum to cover unforeseen costs - \$75,000.00
- Drainage and incoming water - \$15,000.00
- Building Consent - \$10,000.00
- Heating - \$25,000.00
- Fire Alarms - \$10,000.00

**Outline Scope and Specification**

- Main hall to have steel portals and DHS purlins
- Ground conditions assumed as "good ground". Foundations and subfloor fill allowed for a cross fall of a approx. 800mm.
- All walls and roof areas to amenities areas to be timber framed
- Exterior cladding a mix of vertical coloursteel and patterned brick
- Internal linings allowed as 6mm hardiglaze to toilets, kitchen and change rooms, with 13mm Gib to remaining walls and all ceilings, stopped and painted.
- Insulation allowed to walls (R2.6) and ceilings (R3.2)
- Joinery fittings allowed to kitchen benches (no overhead cupboards), change room seating (8m per room) and shelving in the cleaners cupboard.
- Sanitary fittings, hardware, doors and windows etc allowed as good residential quality
- Electrical Mains – It is assumed the power supply to the existing pavilion can be used for this new work
- Extracts allowed to the toilets and change rooms
- Floor coverings allowed to all floors, a mix of carpet and vinyl
- Pergola's allowed over the terraces
- Galvanized handrails allowed to ramps
- 130m<sup>2</sup> of concrete paving allowed to link the exterior doors and carparking
- Demolition costs allow for disconnection and sealing of services and clearing site. No regressing or yard preparation allowed for to the existing Public hall site



**We have NOT allowed for the following –**

- Resource Consent Costs
- Local Authority levies, other than a Building Consent
- Design costs – Architectural, Structural, Fire Report, Geotechnical Report, Quantity Survey fees, Management fees etc

We trust the above is self-explanatory, but please feel free to contact the undersigned for any further information.

Yours Sincerely



Bryan Prestidge, MNZIQS, Reg. QS  
Managing Director  
Prestidge QS Ltd



**WAIMAKARIRI DISTRICT COUNCIL****REPORT**

**FILE NO and TRIM NO:** GOV-26-09-06 / 220311035352

**REPORT TO:** WOODEND-SEFTON COMMUNITY BOARD

**DATE OF MEETING:** 11 April 2022

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

**SUBJECT:** Application to the Woodend-Sefton Community Board's 2021/22 Discretionary Grant Fund

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

  
Department Manager

  
Chief Executive

## 1 **SUMMARY**

1.1 The purpose of this report is to consider the following three applications for funding:

<b>Name of Organisation</b>	<b>Purpose</b>	<b>Amount requested</b>
Pegasus Residents Group Inc	Towards replacement battery for AED at Waikuku Beach	\$635
Woodend Netball Club	Towards Kiwi netball hoop and eight new nets	\$500
Ronel's Community Cuppa	Towards the costs of hosting Ronel's Community Cuppa morning tea social connection events.	\$500
<b>Total:</b>		<b>\$1,635</b>

Attachments:

- i. Application from the Pegasus Residents Group Inc (220309033690).
- ii. Application from the Woodend Netball Club (220322042175).
- iii. Application from Ronel's Community Cuppa (220330047732)
- iv. Spreadsheet showing previous two years' grants.
- v. Board funding criteria 2021/2022. (Trim Ref: 210603089725).

## 2 **RECOMMENDATION**

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

- (a) **Receives** report No. 220311035352.
- (b) **Approves** a grant of \$..... to the Pegasus Residents Group Inc for a replacement battery for the Automated External Defibrillator (AED) at Waikuku Beach.

**OR**

- (c) **Declines** the application from the Pegasus Residents Group Inc.

- (d) **Approves** a grant of \$..... to the Woodend Netball Club towards an additional Kiwi netball hoop and eight new nets.

**OR**

- (e) **Declines** the application from the Woodend Netball Club.

- (f) **Approves** a grant of \$..... to Ronel's Community Cuppa towards the costs of hosting Ronel's Community Cuppa morning tea social connection events.

**OR**

- (g) **Declines** the application from Ronel's Community Cuppa.

### **3 BACKGROUND**

- 3.1 ***Pegasus Residents Group Inc*** is requesting funding to purchase a replacement battery for the AED at Waikuku Beach.
- 3.2 ***Woodend Netball Club*** is requesting funding to purchase an additional Kiwi netball hoop and eight new nets.
- 3.3 ***Ronel's Community Cuppa*** is requesting funding to help with the costs of hosting Ronel's Community Cuppa morning tea social connection events.
- 3.4 It should be noted that due to Covid restrictions many community events have been cancelled during the last year. The Board has therefore not received as many request for funding as in past financial years. The current balance of the 2021/22 Discretionary Grant fund is \$5,480 with only two months remaining in the current financial year.

### **4 ISSUES AND OPTIONS**

#### ***Pegasus Residents Group Inc (the Group)***

- 4.1 The Group was first set up in mid-2011 and became an incorporated society in September 2013. The Group seeks to promote, preserve and protect the interests of the residents of the Pegasus area. They aim to support the efforts of any person or organisation who may, in the opinion of the Group, be working for the benefit of the Pegasus area and to foster social activities within Pegasus.
- 4.2 In this case the residents of Waikuku Beach have requested the Group to apply for funding on their behalf as Waikuku Beach does not have a Residents Group currently.
- 4.3 Having an AED in the community can make the difference between life and death. An AED can increase someone's survival chances by up to 44 per cent. Conversely, without an AED, the chances of survival decrease by 10 per cent for each minute that passes with fibrillation.
- 4.4 The Dermoscopy Centre has been funding the replacement pads every two years, and they are committed to continuing as long as the business is operating. The AED was purchased four years ago using community funds (ex Waikuku Community Association and Waikuku Community Patrol) and a grant from the local branch of the Red Cross. The battery has a service life of four years and is now due for replacement. Red Cross has advised that the cost will be \$525 plus GST, which is \$635. Unfortunately, no mechanism was implemented to maintain this community equipment when the AED was purchased.

- 4.5 Although the community understands that the Discretionary Grant fund is not designed to assist with maintenance issues, the community requests that the Board consider this application for funding for this vital piece of equipment. It is imperative to have an AED within the community especially as this is near a popular beach, campsite and recreation reserve.
- 4.6 There has only been one request for funding from the Waikuku area in February 2020 from the Surf Life Saving Club for a replacement muffler for their recovery vehicle. Funding has been granted to the Group as listed below:

Date	Project	Amount
October 2018	Towards hosting Christmas on the Lake	\$600
July 2019	Towards members attending a Training Course	\$450
March 2021	Towards costs of running Ronel's Cupper	\$500

- 4.7 All previous Accountability Forms have been received.

#### **Woodend Netball Club (the Club)**

- 4.8 As far as the current members can confirm, the Club has been in existence since the 1940s but could be older and are based at Gladstone Park, where they share courts with the Tennis Club. Many Club and Committee members have long affiliations with the Club, with some families counting four generations of members.
- 4.9 The local Woodend area has seen massive growth with the development of Pegasus and Ravenswood, which has meant an influx of players.
- 4.10 Currently, the Club has approximately 150 players, with six additional teams joining within the last two years. With the increase in members, the Club struggles to fund additional uniforms and equipment and have carried out various larger scaled fundraising events in the past. However, due to Covid restrictions, these events had to postpone or cancelled. Uniforms are urgently required both for the new teams and for the original teams whose uniforms have not been replaced in more than 15 years. The Club also urgently needs netball bibs for both training purposes and games.

- 4.11 The Club is requesting funding for additional goalposts as it currently has one court with goalposts. With the number of teams now playing, the Club requires an additional set to allow the use of another court. Without goal posts, children cannot practice their shooting and defending skills. The posts being requested have two heights that assist both the junior and senior teams.



- 4.12 The Club is also requesting funding to purchase eight new nets, four for the new posts and four for their existing posts.

- 4.13 Most of the players are from the Woodend/Pegasus/Ravenswood area, with some coming from the Kaiapoi Tuahiwi area. By offering the ability to use two courts, the Club allows the children sufficient court time to assist with training. The facility for shorter hoops allows the younger children to practice with the correct height of hoops for their age group. Physical exercise is vitally important for growing, developing bodies, and the Club provides a friendly environment for the community to come together in a healthy and social way. Being involved in a team sport teaches young people to co-operate and work together to achieve self-discipline and respect.

- 4.14 The Club participates as part of the North Canterbury Netball Association, however, it is an independent club relying on fundraising to operate. Many of the fundraising events had to be cancelled due to Covid restrictions, which unfortunately came when the Club had grown substantially in numbers. Other regular sponsorships have been limited due to their own business hardship. The Club is investigating other sources of funding given the need for uniforms, bibs and some much-needed upgrades to equipment and the clubrooms. The Club has not received funding from the Board previously.

### ***Ronel's Community Cuppa (the Cuppa)***

- 4.15 Cuppas was started in July 2017 as a free event for Pegasus residents held as a morning tea on the last Friday of the month and have run once a month since then, except during Covid-19 restrictions. The Cuppa provides a place for Pegasus residents to meet new people and create social connections, especially for the older age group. Organisers feel that the events are more important than ever during Covid-19 restrictions where people lack social interaction and a sense of 'normality'.
- 4.16 The Cuppa also provides the opportunity to learn about Pegasus and the wider Waimakariri area, as each Cuppa hosts a guest speaker, for example, ECan, Tūhaitara Coastal Park, St Johns, the Local Minister for Parliament, the Rangiora Police and a variety of speakers from the Council. Woodend-Sefton Community Board Chair Shona Powell also gives regular updates. This helps create a more informed community and encourages questions, submissions and involvement from Pegasus residents in community matters.
- 4.17 The Cuppa is an event that all Pegasus residents are welcome to attend. Details of events are published in The Woodpecker community magazine, and updates are given on the local Facebook page. The Cuppa is focused on Pegasus residents for practical reasons as the venue is not large enough to include residents from surrounding areas, and it would be cost-prohibitive, however, outside visitors are always made to feel welcome. The number of people attending the Cuppa has grown to around 60, and before Covid-19 regular numbers were in the 45-55 range. The majority of attendees to the Cuppa are above 65 years of age.
- 4.18 The founder of the Cuppa, Ronel Stephens, initially funded the Cuppa out of her own pocket. As the Cuppa grew, it was financially supported by the Pegasus Residents' Group. In November 2021, the Cuppa became an independent event organised by Ronel Stephens and Rhonda Mather with the assistance of volunteers. The Cuppa is requesting funding from the Board to ensure the event's continuation from May until the end of 2022. It is believed that the funding will allow the event to get set up with a more formal structure that would assist with funding applications to other organisations.
- 4.19 Under the umbrella of the Pegasus Residents' Group the Cuppa received a grant of \$500 from the Board in March 2021.
- 4.20 The Board may approve or decline grants as per the grant guidelines.
- 4.21 There are implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.22 The Management Team has reviewed this report.

## **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 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 other groups and organisations, other than the Pegasus Residents Group Inc, the Waikuku community, the Woodend Netball Club and Ronel's Community Cuppa which 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 interested in the subject matter of this report. However, it should be noted that encouraging physical activity for children and supporting social interaction are desirable community outcomes. It is also essential to ensure access to life saving equipment in local communities

## 6 OTHER IMPLICATIONS AND RISK MANAGEMENT

### 6.1 Financial Implications

The 2021-31 Long Term Plan includes budget provision for the Woodend-Sefton Community Board to approve grants to community groups up to a total of \$4,180 in the 2021/22 financial year. An amount of \$2,293 was carried forward from the 2020/21 financial year, thereby bringing the Discretionary Grant Fund to a total of \$6,473 for 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. The current available balance of the Woodend-Sefton Community Board's Discretionary Grant Fund 2021/22 is \$5,480.

### 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 the organisations and groups that applied for grant funding.

## 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

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.



## GOVERNANCE

### Woodend-Sefton 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:
<ul style="list-style-type: none"> <li>× Wages</li> <li>× Debt servicing</li> <li>× Payment for volunteers (including arrangements in kind eg petrol vouchers)</li> <li>× Stock or capital market investment</li> <li>× Gambling or prize money</li> <li>× Funding of individuals (only non-profit organisations)</li> <li>× Payment of any legal expenditure or associated costs</li> <li>× Purchase of land and buildings</li> <li>× Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests</li> <li>× Payment of fines, court costs or mediation costs, IRD penalties</li> </ul>	<ul style="list-style-type: none"> <li>✓ New equipment</li> <li>✓ Toys/educational aids</li> <li>✓ Sporting equipment</li> <li>✓ Safety equipment</li> <li>✓ Costs associated with events</li> <li>✓ Community training</li> </ul>

Continued over page



### Criteria for application

- Grant applications will be considered every month by the Woodend-Sefton Community Board. Applications are recommended to be received three weeks prior to Board meeting dates for processing.
- 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 2021 to June 2022) 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 Woodend-Sefton 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 Woodend-Sefton 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.

Groups applying for Board Discretionary Grants 2021/2022

Name of Group: PEGASUS RESIDENTS GROUP INC.

Address: PO BOX 78019, PEGASUS 7648

Contact Person within Organisation: Matt James.

Position within Organisation: President.

Contact phone number: 027 831 0237 Email: mattencbiz.co.nz.

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

Replacement battery for AED @ Waikuku Beach.  
See attached sheet for further info + history.

What is the timeframe of the project/event date? Battery life = 4 years.

Overall Cost of Project: \$634.97. Amount Requested: \$634.97.

How many people will directly benefit from this project? \_\_\_\_\_ (see attached sheet).

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 \_\_\_\_\_% Rangiora-Ashley \_\_\_\_\_% Woodend-Sefton \_\_\_\_\_% Kaiapoi-Tuahiwi \_\_\_\_\_%

Other (please specify): \_\_\_\_\_

If this application is declined, will this event/project still occur?  Yes  No

If No, what are the consequences to the community/organisation?

\_\_\_\_\_

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

See attached sheet.





From: Mark Racle markracle@xtra.co.nz  
Subject: Waikuku Beach Community AED  
Date: 19 June 2021 at 10:05 AM  
To: Andrew.thompson@wmk.govt.nz



Hello Andrew

**Waikuku Beach Community AED, located at the Store**

*Having an AED (Automated External Defibrillator) in your workplace or community can make the difference between life and death. An AED can increase someone's survival chances by up to 44 percent. Without an AED the chance of survival decreases by 10 percent for each minute that passes without defibrillation' (St.John)*

Purchased four years ago using Community Funds (ex Waikuku Community Association and Waikuku Community Patrol) along with a grant from the local branch of Red Cross.

The Dermoscopy Centre (Julia and my business in Rangiora) has been funding the replacement pads - \$275.00 plus gst every two years - and we're committed to continuing as long as our business is operating.

The battery has a service life of four years and is now due for replacement. Red Cross have advised a cost of \$525.00 plus GST, and the replacement will also have a service life of four years. *(total = \$634.97)\**

When we established the AED there was no clear funding established for battery replacement.

Is this something which the Woodend-Sefton Community Board might consider by way of a grant.

If yes, great, can you advise process.

If it's not, do you have any alternate ideas?

Regards

Mark

**Mark Racle**  
Ph: +64 21 966820  
E: [markracle@xtra.co.nz](mailto:markracle@xtra.co.nz)

*( \* \$525.00 + gst + courier  
= \$634.97 )*

# Order Details

## Order WO012753 - Shipped

**Shipment Number(s):**

SH0016742 -

**Invoice Number(s):**

IN0016710

Order Date: 12-02-2022

### Shipping Address

Mark Racle

The Dermoscopy Centre

6/6 Cone Street

Rangiora

can - 7400

NEW ZEALAND

Tel:021966820

markracle@xtra.co.nz

### Shipping Method

CPDG - Courier Post - Dangerous Goods Surface 3-4 days

### Billing Address

Customer Name: Mark Racle

The Dermoscopy Centre

6/6 Cone Street

Rangiora

### Payment Method

Credit Card

can - 7400

NEW ZEALAND

Phone: 021966820

markracle@xtra.co.nz

## Items Ordered

Item Code	Item Desc	Qty	Unit Price	Ext Price	
EA05-202-	G5 Intellisense Lithium Battery (Orange)	1	NZ\$525.00	NZ\$525.00	
00	Related AED serial number				
				Subtotal	NZ\$525.00
				Shipping	NZ\$27.15
				GST	NZ\$82.82
				<b>Grand Total</b>	<b>NZ\$634.97</b>



111  
Email trail regarding  
this application.

**From:** Kay Rabe <[kay.rabe@wmk.govt.nz](mailto:kay.rabe@wmk.govt.nz)>  
**Sent:** Monday, 14 February 2022 9:38 AM  
**To:** Mark Racle <[markracle@xtra.co.nz](mailto:markracle@xtra.co.nz)>  
**Cc:** Matt James <[matt@ncbiz.co.nz](mailto:matt@ncbiz.co.nz)>; Andrew Thompson <[andrewbjthompson@gmail.com](mailto:andrewbjthompson@gmail.com)>  
**Subject:** RE: Query

Hi Mark

Groups may apply twice a financial year which run from 1 July to 30 June. If you time your application at the end of the financial year it would not affect the Groups chances of applying in the following year. As they have not applied for funding this year even if you should apply now they would still be able to put in for another project before June 2022.

Hope this helps.

K

**Kay Rabe** | Governance Advisor  
Governance  
Phone: 0800 965 468 (0800 WMK GOV)



**From:** Mark Racle <[markracle@xtra.co.nz](mailto:markracle@xtra.co.nz)>  
**Sent:** Monday, 14 February 2022 9:15 AM  
**To:** Kay Rabe <[kay.rabe@wmk.govt.nz](mailto:kay.rabe@wmk.govt.nz)>  
**Cc:** Matt James <[matt@ncbiz.co.nz](mailto:matt@ncbiz.co.nz)>; Andrew Thompson <[andrew.thompson@wmk.govt.nz](mailto:andrew.thompson@wmk.govt.nz)>  
**Subject:** Re: Query

**[THIS EMAIL IS FROM AN EXTERNAL SOURCE] DO NOT CLICK links or attachments unless you recognise the sender email address and know the content is safe.**

Thanks Kaye

cc. Andrew T and Matt J.

:) That was the advice I think you were seeking when we last corresponded.

I have approached Matt James, Chair of the Pegasus Residents Group over the weekend, who is supportive in principle to that process, provided it doesn't adversely affect any cap they have on securing grants for their own projects.

I've cut and paste the original info below as background.

I'll do the paperwork inso far as I can, and send it in.

Thanks  
Mark



Hello Andrew

**Waikuku Beach Community AED, located at the Store**

*'Having an AED (Automated External Defibrillator) in your workplace or community can make the difference between life and death. An AED can increase someone's survival chances by up to 44 percent. **Without an AED the chance of survival decreases by 10 percent for each minute that passes without defibrillation**' (St. John)*

Purchased four years ago using Community Funds (ex Waikuku Community Association and Waikuku Community Patrol) along with a grant from the local branch of Red Cross.

The Dermoscopy Centre (Julia and my business in Rangiora) has been funding the replacement pads - \$275.00 plus gst every two years - and we're committed to continuing as long as our business is operating.

The battery has a service life of four years and is now due for replacement. Red Cross have advised a cost of \$525.00 plus GST, and the replacement will also have a service life of four years.

When we established the AED there was no clear funding established for battery replacement.

Is this something which the Woodend-Sefton Community Board might consider by way of a grant.

If yes, great, can you advise process.

If it's not, do you have any alternate ideas?

**Mark Racle**

Ph: +64 21 966820

E: [markracle@xtra.co.nz](mailto:markracle@xtra.co.nz)

On 14/02/2022, at 8:54 AM, Kay Rabe <[kay.rabe@wmk.govt.nz](mailto:kay.rabe@wmk.govt.nz)> wrote:

Could you not work through a play school or church or in the area or what about asking the surf club to put it in on your behalf.

K

**Kay Rabe | Governance Advisor**

Governance

Phone: 0800 965 468 (0800 WMK GOV)

**From:** Mark Racle <[markracle@extra.co.nz](mailto:markracle@extra.co.nz)>  
**Sent:** Monday, 14 February 2022 8:51 AM  
**To:** Kay Rabe <[kay.rabe@wmk.govt.nz](mailto:kay.rabe@wmk.govt.nz)>  
**Subject:** Re: Query

Thanks Kaye - I can do that (and will) but the sticking point was not being a society, charity etc. The AED was initially funded by the now historic Waikuku Residents Assoc and Waikuku Community Patrol. Neither entity now exists and are therefore unable to make an application.

M

A brief note from my phone.

On 14/02/2022, at 08:05, Kay Rabe <[kay.rabe@wmk.govt.nz](mailto:kay.rabe@wmk.govt.nz)> wrote:

Hi Mark

So sorry this has slipped through without further email from me.

The Boards don't usually pay for replacement batteries for AEDs, however there have been occasion when they have and have full discretion on whether or not they will assist. I would suggest you fill out a grant application and I will process for you for the March meeting.

Link to the application [https://www.waimakariri.govt.nz/\\_data/assets/pdf\\_file/0019/3844/QD-GOV-Form-007-Woodend-Sefton-Discretionary-Grant-Application-Form-2021-2022.pdf](https://www.waimakariri.govt.nz/_data/assets/pdf_file/0019/3844/QD-GOV-Form-007-Woodend-Sefton-Discretionary-Grant-Application-Form-2021-2022.pdf)

Again I apologise for the delay in my response.

Kind regards

**Kay Rabe** | Governance Advisor  
Governance  
Phone: 0800 965 468 (0800 WMK GOV)

**From:** Mark Racle <[markracle@xtra.co.nz](mailto:markracle@xtra.co.nz)>  
**Sent:** Saturday, 12 February 2022 2:29 PM  
**To:** Kay Rabe <[kay.rabe@wmk.govt.nz](mailto:kay.rabe@wmk.govt.nz)>  
**Subject:** Re: Query

Hello Kay

Haven't heard back ... and I checked our AED today which has a very low battery...

I think from a moral perspective I'll have to go ahead and buy one myself, and keep the dialogue with Andrew Thompson open and hope we can find a way to fund it.

Regards

Mark

**Mark Racle**  
Ph: +64 21 966820  
E: [markracle@xtra.co.nz](mailto:markracle@xtra.co.nz)

On 22/06/2021, at 11:47 AM, Kay Rabe <[kay.rabe@wmk.govt.nz](mailto:kay.rabe@wmk.govt.nz)> wrote:

Hi Mark

Just to let you know I am still trying to find an answer for you.

Will get back to you as soon as I have some info.

K

**Kay Rabe** | Governance Advisor  
Governance  
Phone: 0800 965 468 (0800 WMK GOV)

<image001.jpg>

**Emily Cameron**

---

**From:** Jenny and Don Smith <Jennydon@outlook.co.nz>  
**Sent:** Wednesday, 9 March 2022 11:47 AM  
**To:** IM Staff; Pegasus Residents Group Inc  
**Subject:** Funding application for Waikuku AED  
**Attachments:** PRGI Waikuku AED application.pdf

[THIS EMAIL IS FROM AN EXTERNAL SOURCE] DO NOT CLICK links or attachments unless you recognise the sender email

Kia ora Kay,

Please find attached, the completed application, as requested on behalf of Mark Racle, for reimbursement of costs for a replacement AED battery in Waikuku.

We look forward to your response in due course.

Kind regards,  
Roger Rule.  
Vice President,  
Pegasus Residents' Group.



## Groups applying for Board Discretionary Grants <sup>116</sup> 2021/2022

Name of Group: Woodend Netball Club

Address: Gladstone Park, Gladstone Road, Woodend

Contact Person within Organisation: Kelly Wiki

Position within Organisation: Committee Member

Contact phone number: 021935188

Email: kellywiki@xtra.co.nz

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

New Goal post and an additional kiwi netball hoop for existing hoop. 8x New nets for existing and new

What is the timeframe of the project/event date? Prior to the start of the season - first game 30.04.22

Overall Cost of Project: \$1,547.90

Amount Requested: 500

How many people will directly benefit from this project? 150

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 \_\_\_\_\_%    Rangiora-Ashley \_\_\_\_\_%    Woodend-Sefton 85%    Kaiapoi-Tuahiwi 15%

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 need to find the funding for this project so our club teams can participate in the local competition

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

It will make training and co-ordination of team substantially easier. The little girls will actually be able to practice on hoops that are the correct height

Being able to fund some desperately needed uniforms to our growing club.

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

Creates a environment for our community to come together in a healthy and social way.

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?

We participate as a part of the North Canterbury Netball Acssociation

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 have attempted to run a number of fund raising events but have had to cancel and postpone them due to covid. We are going to apply to Kiwi Gaming Foundation as well

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

If yes, please supply details:

\_\_\_\_\_

- Enclosed  Financial Balance Sheet and Income & Expenditure Statement  
(*compulsory – your application cannot be processed without financial statements*)
- Supporting costs/quotes
- Other supporting information

- I am authorised to sign on behalf of the group/organisation making this application.
- I declare that all details contained in this application form are true and correct to the best of my knowledge.
- I accept that successful applicants will be required to report back to the Community Board by completing a simple Accountability Report.
- I accept that information provided in this application may be used in an official Council report available to the public.

**Please note:** If submitting your application electronically, entering your name in the signature box below will be accepted as your signature:

Signed: Kelly Wiki

Date: 17.03.22

## WOODEND NETBALL CLUB

We are applying for funding for Woodend Netball Club. Our local area has seen a lot of growth following the Christchurch Earthquakes, and more recently with the development of both Pegasus and Ravenswood subdivision. We have had an influx of players join the club, which is fantastic.

We have attempted over the past 2 years to carry out various larger scaled fundraising events, but due to Covid we have had to postpone and cancel these. It has meant our usual fund raising has been very limited and with such growth in numbers we find ourselves struggling to provide uniforms and gear for our players. Last year we had an additional 2 teams within the club, this year we have another 4 teams. Our junior teams require some urgent replacement uniforms from general wear and tear, they have not been updated in more than 15 years. In general, with the most recent purchase of team wear being one set of uniforms seven years ago, well over half the club already requiring either new or replacement uniforms that are fit for purpose. We are hoping to replace all existing uniforms in due course. As well as some upgrades to the clubrooms.

We are a small local club and do our best to make sure we keep costs to a minimum where possible for our members. We want to make it financially achievable for all the local families to participate in our sport. We require some additional goal posts; we share the local tennis club facilities and currently have one court with goal posts. With the number of teams, we require an additional set to allow us to use the other court. It would make such a difference for our club to have the addition functioning court.

Below are the required items we are requesting funding for. The funding is so desperately needed and will make such a difference to the club. Our other regular sponsorship is limited this year, due to their own business hardship during these current covid times, we feel it is too much to ask them for more than they already give. We are hopefully that our application will be successful. Thank you for your time and consideration, it is much appreciated.

Gear		Ed Sport
New Netball hoop with kiwi hoop	x 2	\$740.00 + \$78.00
New Bolt on Hoop (Kiwi Netball)	x 1	\$156.00
Nets 4 x new 4 x replacement	x 8	\$152.00
Freight		\$220.00
<b>TOTAL excl</b>		<b>\$1346.00</b>
<b>TOTAL incl</b>		<b>\$1,547.90</b>



Netball Hoop with Kiwi hoop x2



Netball Hoop - To fix to existing goal post



**WOODEND NETBALL CLUB**

**Woodend Netball Club**  
**Statement of Income and Expenditure Account**  
**for the year ended 31 October 2021**

<b>Income</b>		<b>Expenditure</b>	
Bib bond	\$ 55.00	AGM expenses	\$ 26.73
Credit interest	8.87	Badges	159.39
Fundraising	1770.00	Display frame	149.99
Photo	18.00	Fees	11733.00
Sponsorship	1000.00	Gear	1724.14
Subs	15575.00	Insurance	795.57
Warm up tops	227.50	Laminating pouches	39.99
		Photos	234.00
		Power	503.05
		Refund Jacket	167.99
		Refund Subs	355.00
		Refund Tickets	120.00
		Rent	400.00
		Repairs maintenace	38.75
		Socks	130.95
		Trophy engraving	200.00
		Umpire	120.00
		Uniforms	982.04
		excess income	
		over expenditure	773.78
	<hr/> 18654.37		<hr/> 18654.37

**Woodend Netball Club**  
**Account Balances as at 31st October 2021**


**Cheque Account**

Opening Balance 1/11/20	1089.45
Plus deposits	18647.04
Less Withdrawals	18120.59
Closing Balance 31/10/21	1615.91

**Serious Saver Account**

Opening Balance 1/11/20	3317.99
Plus deposits ex chq a/c	240.00
Plus interest	7.33
Closing Balance 31/10/21	3565.32

**WOODEND NETBALL CLUB**

 Rangiora Branch 85 High St, Rangiora	ANZ Bank New Zealand Limited	<b>Deposit</b>
Paid in by (first & last name): _____	Date:        /        / _____	
Teller: _____	Notes: _____	
For the credit of: _____	Coins: _____	
WOODEND NETBALL CLUB	\$ <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span>	
⑈ 100148 ⑈ 010853⑈ 0094926⑈ 00 ⑈ 50		

**Created Date**  
21 Mar 2022

**Quote Number**  
WNET33688-5

**Customer:**  
**Woodend Netball Club**  
Kelly Wiki

**Ship To:**  
**Woodend Netball Club**  
Kelly Wiki  
4 Benjes Place  
Woodend, CT 7610  
NZ

Code	Item	Option	Qty	Unit Price	Discount %	Sub Total
NB102	Netball Outdoor Fixed Height Post -With Added Kiwi Hoop - 40NB		2	\$370.00		\$740.00
NB150	Ground Sleeve for 40NB Outdoor Netball Pole		2	\$39.00		\$78.00
NB104	Quality Fixed Bolt On Hoop		1	\$156.00		\$156.00
BB103	Basketball/Netball Net - Nylon Heavy Duty - White		8	\$19.00		\$152.00

**Payment Terms**

20th of the following month

Quote valid for 60 days from created date.

Subtotal:	\$1,126.00
Freight:	\$220.00
Discount:	\$0.00
Total Excl. GST:	\$1,346.00
GST (15%):	\$201.90
<b>Total Incl. GST (NZD):</b>	<b>\$1,547.90</b>

122  
**Groups applying for Board Discretionary Grants 2021/2022**

Name of Group: Ronel's Community Cuppa

Address: 9 Pakura Street, Pegasus 7612

Contact Person within Organisation: Ronel Stephens & Rhonda Mather

Position within Organisation: Organisers

Contact phone number: 027 072 4636 Email: xanjam@gmail.com

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

Please refer to attached information about Ronel's Community Cuppa.

What is the timeframe of the project/event date? First Friday of the month May - December

Overall Cost of Project: \$500 Amount Requested: \$500

How many people will directly benefit from this project? 80

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 \_\_\_\_\_%    Rangiora-Ashley \_\_\_\_\_%    Woodend-Sefton 100%    Kaiapoi-Tuahiwi \_\_\_\_\_%

Other (please specify): \_\_\_\_\_

If this application is declined, will this event/project still occur?     Yes     No

If No, what are the consequences to the community/organisation?

We are unsure how it would be funded in the short term. We have always considered that asking our guests to pay towards the cost defeats part of the purpose of the event; that being a free and unrestricted social gathering for all Pegasus residents. Additional info in attached document.

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

Meeting new people, learning about Pegasus and the wider Waimakariri area from guest speakers, social wellbeing. Being informed about WDC matters such as Annual Plans.

Seeing connections being made, receiving positive feedback from Cuppa attendees. Having a more informed and connected community.

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

Better social connections, especially for the older age group. A greater awareness of the health and wellbeing of the (primarily) older population in Pegasus. Better informed residents.

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?

N/A

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 are currently investigating a more formal structure that would assist with funding applications. Please refer attached document for more information. No other applications.

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

If yes, please supply details:

Ronel's Community Cuppa received a grant of \$500 from the WSCB, in March 2021. At that time, the Community Cuppa came under the umbrella of the Pegasus Residents' Group.

- 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: Rhonda Mather

Date: 23 March 2022

# RONEL'S COMMUNITY CUPPA



Ronel's Community Cuppa Host, Ronel Stephens with Mayor Dan Gordon; Co-Organiser Rhonda Mather; WDC CEO, Jim Harland; WSCB Chair, Shona Powell; and Councillor Philip Redmond at the August 2021 Community Cuppa.



Some Community Cuppa regulars in pre-Covid (less socially distanced) times.



## HISTORY

Ronel's Community Cuppa was started in July 2017 as a free event for Pegasus residents. It was the first social event booking in the temporary Pegasus Community Centre. It has run once a month since then with the exception of January and when Covid-19 restrictions have closed the centre.

The Founder of the Community Cuppa is Ronel Stephens. Ronel originally funded the Cuppa out of her own pocket. As the Community Cuppa grew in both size and cost, it was financially supported by the Pegasus Residents' Group (which both organisers were on the committee of at that time). Funding for this event was successfully applied for from the Woodend Sefton Community Board by PRGI in March 2021. This fund was exhausted in February 2022.

From November 2021, Ronel's Community Cuppa became an independent event, organised by Ronel Stephens and Rhonda Mather, with assistance on the day from a variety of volunteers. The Cuppa does not currently have a connection with the Pegasus Residents' Group or any other organisation.

The number of people attending the Community Cuppa started at around 15 and grew to a peak of around 60. Prior to Covid, numbers in attendance were regularly in the 45 – 55 range. The event is targeted at those people who are looking to connect, meet new people and learn more about the area they live in. As the event is run as a weekday morning tea, the majority of attendees are above 65 years in age. Young mothers and a range of other residents have also attended.



Ronel's Community Cuppa is an event which all Pegasus residents are welcome to attend. The reason for restricting attendance to Pegasus residents is primarily for practical reasons; the venue is not big enough to include residents from surrounding areas, and at this stage, it would be cost prohibitive. However, while we do not encourage attendance from outside Pegasus, we do sometimes get visitors from Woodend, Rangiora or other areas and they are always made to feel welcome.

The Cuppa has continued to run where possible during Covid-19 restrictions with guests and volunteers expected to comply with government set requirements. Although our numbers dropped to 25 in March, we believe the event is more important than ever in a time when people are lacking social interaction and a sense of 'normality'. We have every confidence that attendance numbers will return to previous high levels once restrictions ease and people feel safer and more confident about socialising.

## **GUEST SPEAKERS**

Each Cuppa has a guest speaker and examples over the years include: ECan, Tūhaitara Coastal Park, St John, Local MP, Rangiora Police and a variety of speakers from the Waimakariri District Council. Regular updates are also given from Woodend-Sefton Community Board Chair, Shona Powell.

Mayors Dan Gordon and his predecessor David Ayers have been regular visitors to the Cuppa. Mayor Dan visits 2 – 3 times a year and attendees very much enjoy his updates and the opportunity to ask him questions.

It is worth noting that (to the best of our knowledge) Ronel's Community Cuppa was the only 'physical' consultation session for the WDC Draft 2022/23 Annual Plan with staff presenting the plan at the March Cuppa. Their attendance was very well received. Council staff have previously presented on the Long Term Plan, District Plan and earlier Annual Plans. This encourages questions, submissions and involvement from Pegasus residents.

Feedback from Cuppa attendees indicates that they get a lot of benefit from the information provided by our guest speakers.

## **PROMOTION**

Details of Ronel's Community Cuppa are published in The Woodpecker community magazine (delivered to all Pegasus homes) and reminders and updates given on the local Facebook page. Posters are also in the Pegasus Community Centre and Main St Store in an effort to communicate the time and day of the event to those who do not have access to Facebook.

## **FUTURE FUNDING**

The Good Home Pegasus Gastropub kindly provide a voucher each month which is given to one lucky Cuppa guest by way of a lucky draw. This long-term and ongoing support is very much appreciated.

The event currently has a fee waiver for hire of the Big Room at the PCC. This is valid until June 2022 and is also very much appreciated. It is this generosity that enables the event to continue.

We are currently looking at longer term options for funding the community cuppa and this may include a more formal set up. However, Covid restrictions are slowing down our ability to do this and we need time to talk with the relevant people and ensure we make the best decisions. Our need for funding is immediate.

In January we received a \$100 donation from the Pegasus SAYGo Falls Prevention Exercise Group and this, combined with the residual funds left from PRGI, has covered us for February and March 2022. We may need to fund the April Cuppa out of our own pockets, which is less than ideal.

In an effort to keep the Cuppa accessible to all Pegasus residents, it has always been free to attend. This is to ensure residents of limited means are not penalised or excluded.

Based on recent costs, we believe a \$500 donation from the Woodend-Sefton Community Board Discretionary Grant Fund would ensure the continuation of this event through from May till the end of the year. We expect this would give us plenty of time to get through the worst of the Covid situation and get set up in a more self-sufficient way with the ability to apply for funding from other organisations.

## Balance Sheet for Ronel's Community Cuppa

### February 2021 to March 2022

Month	Description	Income (Credit)	Expense (Debit)	Total
February	Opening Balance	88.45		
February '21	Pac n Save Groceries		48.76	39.69
March '21	Pac n Save		39.69	0.00
1 April '21	PRGI (Com Board)	500.00		500.00
April '21	Pac n Save Groceries		43.23	456.77
May '21	Pac n Save Groceries		33.08	423.69
June '21	Pac n Save Groceries		66.47	357.22
July '21	Pac n Save Groceries		54.84	302.38
August '21	Pac n Save Groceries		52.75	249.63
September '21	No cuppa due to Covid		0.00	249.63
October '21	Pac n Save Groceries		56.51	193.12
November '21	Pac n Save Groceries		55.84	137.28
December '21	Pac n Save Groceries		106.61	30.67
31 Dec '21	Pegasus SAYGo	100.00		130.67
January '22	No cuppa		0.00	130.67
February '22	Pac n Save Groceries		86.10	44.57
March '22	Pac n Save Groceries		66.33	(-21.76)

Woodend-Sefton Community Board Discretionary Grant Spreadsheet for the  
2021/2022 Financial Year

	Meeting considered	Group	Project	Amount Requested	Amount Granted	Running Balance
			(2021/22) \$4,180 + Carry forward \$2300 = \$6,480			\$6,480
	12-Jul	Nil				
	9-Aug	Waimakariri Older Person's Expo Committee	Older Person's Expo	\$500	\$ 500.00	\$ 5,980.00
	13-Sep	Meeting Cancelled				
	11-Oct	Pegasus Bay School	<b>Withdrawn</b> Pegasus Bay Art Show	\$500	-	\$ 5,980.00
	11-Oct	Life Education Trust	Delivery of the Healthy Harold Programme	\$500	\$500	\$ 5,480.00
	8-Nov	Nil				
	13-Dec	Nil				
	15-Feb	Nil				
Woodend-Sefton Community Board 10.138.100.2410	11-Apr	Pegasus Residents Group	Battery for AED	\$635		
	11-Apr	Woodend Netball Club	Kiwi netball hoop and nets	\$500		
	11-Apr	Ronel's Community Cuppa	Community Event costs	\$500		

Woodend-Sefton Community Board Discretionary Grant Spreadsheet for the  
2020/2021 Financial Year

	Meeting considered	Group	Project	Amount Requested	Amount Granted	Running Balance
Woodend-Sefton Community Board 10.138.100.2410			Council Allocation 4,800 + Carry forwards 900 =			\$ 5,700.00
	13-Jul	Validus Charitable Trust	Seeding funding	\$500	\$ -	\$ 5,700.00
	13-Jul	Woodend School	Lego equipment	\$414	0	\$ 5,700.00
	13-Jul	Woodend Playcentre	First Aid Courses	\$500	\$500	\$ 5,200.00
	13-Jul	Menzshed Pegasus Woodend	Sander, belts and discs	\$500	\$500	\$ 4,700.00
	13-Jul	Reflections Community Trust	Advertising	\$200	\$200	\$4,500
	10-Aug	<b>No applications considered</b>				
	14-Sep	NC Rams Indoor Sports Club Inc	Purchase of two trophies and medals	\$350	\$410	\$4,090
	9-Nov	Arts Canterbury Inc	Juried exhibition at The Brickmill	\$500	\$250	\$3,840
	9-Feb	Oxford Community Trust	costs for hosting a Wellbeing	\$ 500.00	\$340	3500
	9-Feb	Woodend Gymnastics Club	Cost of purchasing a new mat for uneven	\$ 500.00	\$500	3000
	10-Mar	Waimakariri Arts Trust	towards advertising in the Woodpecker	\$ 500.00	\$207	2793
	10-Mar	Pegasus Residents' Group	Towards catering costs for Ronelfs Cuppa	\$ 500.00	\$500	\$2,293
	10-Apr	<b>No applications considered</b>				\$2,293
	10-May	<b>No applications considered</b>				\$2,293
	10-Jun	<b>No applications considered</b>				\$2,293

## GOVERNANCE

### Woodend-Sefton 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 Woodend-Sefton 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 2021 to June 2022) 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 Woodend-Sefton 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 Woodend-Sefton 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.



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

**FILE NO and TRIM NO:** GOV-26-09-06 / 220322042312


**REPORT TO:** WOODEND-SEFTON COMMUNITY BOARD

**DATE OF MEETING:** 11 April 2022

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

**SUBJECT:** Ratification of the Woodend-Sefton Community Board's submission to the Waimakariri District Council and Environmental Canterbury's Draft 2022/23 Annual Plans

**SIGNED BY:**

  
 Department Manager

  
 Chief Executive

**1 SUMMARY**

The purpose of this report is to retrospectively ratify the Woodend-Sefton Community Board's (the Board) submissions to the Waimakariri District Council's and Environmental Canterbury's (ECan) 2022/23 Draft Annual Plan.

Attachments:

- i. The Woodend-Sefton Community Board Submission to the Waimakariri District Council Draft Annual Plan 2022/23 (Trim Ref: 220315037067).
- ii. The Woodend-Sefton Community Board Submission to Environmental Canterbury's Draft Annual Plan 2022/23 (Trim Ref: 220330048150).

**2 RECOMMENDATION**

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

- (a) **Receives** report No. 220322042312.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council Draft Annual Plan 2022/23 (Trim Ref: 220315037067).
- (c) **Retrospectively ratifies** its submission to Environmental Canterbury's Draft Annual Plan 2022/23 (Trim Ref: 220330048150).

**3 BACKGROUND**

- 3.1 The submission period for the Council's draft Annual Plan 2020/21 closed on 4 April 2022, and submission period for ECan's draft Annual Plan 2020/21 closed on 3 April 2022. The Board met via Zoom to discuss the content of its submissions on Monday 14 March 2022, thereafter drafts were circulated to Board members for their further input. The finalised drafts submission was approved by the Chair on 25 March 2022 and lodged on 1 April 2022.

**4 ISSUES AND OPTIONS**

- 4.1 The Board's goal is to actively participate in ECan and the Council's Annual and Long Term budget processes to ensure equitable spending across the district whilst being mindful of rates affordability.

- 4.2 As part of the Annual Plan process the Board also aims to advocate to ECan and the Council on key issues and priorities for the area.
- 4.3 Public consultation on Ecan and the Council's draft Annual Plan took place from 2 March to 3 April 2022 and 4 March 2022 to 4 April 2022 respectively.
- 4.4 The Board is now asked to retrospectively ratify the attached submissions.
- 4.5 There are no social and cultural implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.6 The Management Team have reviewed this report.

## **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 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 other groups and organisations, likely to be affected by, or have an interest in the subject matter of this report. Board members welcomed feedback from the community groups during the year and at meetings they attend to gauge the feelings of the community regarding rates and Council spending.

### **5.2 Wider Community**

The wider community is likely to be affected by, or have an interest in the subject matter of this report. A major publicity campaign has therefore been put in place by ECan and the Council, to request community feedback on the draft 2022/23 Annual Plans.

## **6 IMPLICATIONS AND RISKS**

### **6.1 Financial Implications**

Should the Council decide to implement some of the Board submission points, then there may be budget implications on the Council. The Board do not receive funding from sources other than the Council.

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

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

### **6.3 Risk Management**

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

### **6.4 Health and Safety**

None.

## **7 CONTEXT**

### **7.1 Consistency with Policy**

These matters are not matters of significance in terms of the Council's Significance and Engagement Policy.

### **7.2 Authorising Legislation**

The Local Government Act (2002), states that the role of a Community Board is to represent and advocate for the interests of its community.

**7.3 Consistency with Community Outcomes**

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**

The Board is required to advocate on behalf of the Community to ECan and the Council on key issues and priorities for the community area, especially through the Annual and Long Term planning and budgeting process.

**To:** Waimakariri District Council

**Submission:** Draft Annual Plan 2022/2023

**From:** Woodend-Sefton Community Board

**Contact:** Shona Powell (Chairperson) [shona.powell@wmk.govt.nz](mailto:shona.powell@wmk.govt.nz)  
 Kay Rabe (Governance Adviser) [com.board@wmk.govt.nz](mailto:com.board@wmk.govt.nz)

**The Chairperson wishes to be heard with regard to this submission.**

The Woodend-Sefton Community Board (the Board) would like to thank the Council for the opportunity to make a submission on the Draft Annual Plan 2022/23.

The Board notes the five categories under direct consultation:

- ✓ Kaiapoi Community Hub
- ✓ Kaiapoi Flooding and Stormwater
- ✓ Service Level Changes to the Road Network
- ✓ Other Issues
  - Rangiora Airfield
  - Ashley Gorge Water Supply
  - Significant Natural Areas

The Board acknowledges that, although none of the items in the Consultation Document have any direct bearing to its area, the area did receive consideration during the Long Term Plan deliberations in 2021.

In relation to the Kaiapoi Community Hub the Board supports the continuation of this project acknowledging that this facility will add benefit to Kaiapoi and the district as a whole. The Board also supports the shovel ready flooding and stormwater work which is vital to the area during weather events.

The Board is supportive of maintaining, or even increasing, the Service Level to the roading network, noting that this is in line with the Governments Road to Zero target. By improving the maintenance and quality of the roading network the Council provides a safe and well maintained network for the community.

All the other issues discussed in the Consultation Document add benefits and aid with the growth and promotion of the district which the Board supports.

**Board Requests**

- Gravel walkway/pedestrian access between Pegasus and Woodend alongside SH1 - this request has repeatedly been put forward both to Waka Kotahi and the Council as an urgent safety measure. At present the Council has declined the request saying that this is an issue for Waka Kotahi to address. However, the Board is requesting urgency in providing this link before an accident or death occurs. As the area grows, along with the Ravenswood commercial centre, the need becomes more urgent. The Board would request that if Waka Kotahi is unable to fund this in the next six months that the Council investigate all options, including completing the pathway with the agreement of Waka Kotahi, and to their specifications, with reimbursement to Council made when their funding comes available.

- As Council is aware, the Board has been advocating to Waka Kotahi since 2016 for safety improvements to SH1 through Woodend. In recent years an underpass at the Ravenswood/Pegasus roundabout for pedestrians and cyclists has also been requested. We ask for the Council to also continue advocating to Waka Kotahi on behalf of residents for these urgent safety improvements.
- The Board would like to draw attention to the gravel rural roads in the district. While acknowledging they do not carry a large volume of traffic, they are significant and important to locals and to the whole District. The Board requests that the level of service be reviewed for unsealed roads in the District and that roads are regularly reviewed against that level of service. It is noted that there are no specific performance measures for unsealed roads in the draft Annual Plan which makes the levels of service a key measure for their usability and safety.
- The Board requests that the Council continue to work in partnership the owners of Pegasus Lake, Templeton Group, their consultants and with Environment Canterbury to ensure action is taken to mitigate the algal bloom as Pegasus Lake is a significant recreational facility for the district.
- The Board is appreciative, on behalf of residents, for the work that has been undertaken to improve drainage in Waikuku Beach. The request is for this to continue and in addition drainage issues in Woodend Beach and Sefton be addressed to mitigate the effects of weather events in the future.

#### **Funded Projects**

- There is funding for the next financial year under the Long-Term plan for an accessibility viewing platform at Pegasus or Waikuku Beach and to install a surf-life saving tower facility at Pegasus Beach. The Board would like to see these projects commenced in this timeframe.
- The Board thanks Council for the commitment made in the Long-Term Plan for a community centre at Pegasus and land purchase at Ravenswood for the future. We look forward to seeing the progress on this.
- The youth project for Pegasus/Ravenswood has been funded for some time and the Board are looking forward to this getting underway.

The Board would like to congratulate the Council on the relatively low level of rate rises it has achieved in the last couple of years. This is in spite of the obstacles it has faced with the impacts of Covid-19, additional work particularly in the three waters arena, and the impact of recent significant weather events.

Thank you once again for the opportunity to provide feedback on the Draft Annual Plan 2022/23.



Shona Powell  
Woodend-Sefton Community Board  
Chairperson

5 April 2022

To: Environment Canterbury (ECan)  
 Subject: **Draft Long-Term Plan 2021-2031**  
 From: **Woodend-Sefton Community Board**  
 Shona Powell, Chairperson (shona.powell@wmk.govt.nz)  
 Contact: Kay Rabe, Governance Adviser [comboard@wmk.govt.nz](mailto:comboard@wmk.govt.nz)  
 C/- Waimakariri District Council, Private Bag 1005, Rangiora 7440.

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The Woodend-Sefton Community Board (the Board) thank you for the opportunity to comment on the draft Annual Plan 2022 – 2023.

**The Board wholeheartedly endorse and support the Waimakariri District Council’s (WDC) submission on the draft Annual Plan. This submission is in addition to the WDC submission and should be read in conjunction with it.**

### Introduction

The aspirations of ECan are admirable but there needs to be some balance between outcomes, affordability and timeliness.

On the website in a section ‘How rates are decided’ is the following statement.

“We have a policy limit on rates increases of 5.3%. The Council works hard to keep it below that or must be satisfied that the exceedance is justifiable.”

Source: <https://www.ecan.govt.nz/your-region/plans-strategies-and-bylaws/long-term-plans/your-rates/types-of-rates/>

Given the large increases in rates that Waimakariri ratepayers have seen over recent years as outlined in the WDC submission the Board question how it can be justifiable year after year after year.

### Specific Submission Points:

#### Affordability

Given the increase in the cost of living, even just of essentials, including food prices increasing dramatically, plus power, gas, phone and insurance. Then on top of that is the price increase in fuel which is an increase in itself and further increases prices on food and services and goods provided.

Put simply, ratepayers cannot afford the rate increase needed by ECan to meet their proposed plans. Many are struggling just to afford the essentials, yet alone afford anything extra like a trip to the doctor. Any increase in rates also filters through to renters through rent increases.

The timing is just not right to increase costs to this extent.



## Targeted Passenger Transport Rates

In 2017/18 the targeted rate for public transport for urban ratepayers in Waimakariri was \$51.29. Last year this had risen to \$141.48 which is an increase of over 175% in four years. Now ratepayers are facing another proposed large increase this year, under option 1 this would be an increase to \$178.03 which is a 247% increase in five years and under option 2 would be an increase to \$165.61 which is a 223% increase. And there would be another increase next year as option 1 or option 2 only start in February 2023 which means the proposed increases above are only for a part year of five months.

This might be acceptable if Waimakariri had received great service improvements over that time. However, when the services for Waimakariri were last reviewed the changes implemented by ECan were on the basis that they had to stay within the existing budget. The only improved service has been the commuter express bus service introduced last year between Rangiora and Christchurch and Kaiapoi and Christchurch and was costed at a maximum of \$30 per urban ratepayer during the consultation.

Many people living in Waimakariri struggle to access or want to use public transport because they either live rurally, are a long walk from a bus stop or do not work in the city centre. Combine this with the time that it takes to walk to the bus stop, the trip into town for services that are not part of the commuter services using park and ride. For example, from Rangiora it will take over 70 minutes to get to the bus exchange at any time during the day. From Pegasus it will take just under 70 minutes and this is just the time spent on the bus itself.

This is not a convenient, timely or particularly usable service. And yet the cost to urban ratepayers keeps increasing, up by \$90.19 in the last four years (175.8%), and then the large proposed increase this coming year.

### Option 1 – Targeted fare-free

Two-year trial for under 25s, students, Total Mobility and community services cardholders

If Option 1 is chosen, an unintended consequence could be that it encourages more under 25's and students to use the buses for very short distances as it is free, which could slow the bus trips down as there will be more stops and will make the service less efficient and annoy the full fare paying passengers. Also, with Option 1 the benefit for Waimakariri is questionable in terms of reducing emissions or increased patronage. As the saying goes nothing is free, someone is paying for it.

### Option 2 – flat fare across all zones

Two-year trial of \$2 Metrocard fares for adults and \$1.20 for children and tertiary students

Option 2 would be more advantageous to Waimakariri as it would be more attractive to the general public and importantly to commuters which surely should be one of the targets. With the increased patronage this would have a positive effect on cutting emissions. It is also affordable for other passengers from option 1, such as community services cardholders and the under 25's. Tertiary and school students would get a great fare of \$1.20. Perhaps those with disabilities could be

included in the child fare category as well. However, the cost to Waimakariri ratepayers is too high.

#### Public Transport Suggestions

Instead of the two-year trials proposed the Board would like to see ECan using the Government funded half price subsidy in place from 1 April to 30 June 2022 as an indicator of the benefits that could be obtained from a fare subsidy. If it is successful in increasing patronage and cutting emissions ECan could then advocate to the Government to fund it on an ongoing basis.

The Board request that ECan sit down with the Councils and examine the apportionment of the public transport costs across the three Councils as from the figures contained in the WDC submission Waimakariri seems to be carrying a large proportion for the public transport services in place.

The MyWay pilot and trial has been running in Timaru for a couple of years and it is stated in the draft Annual Plan that ECan will implement the MyWay service in Timaru. With the trial completed it would be timely to look at another area that could benefit from this type of public transport. Waimakariri would be an ideal place for this, particularly with three urban areas close to each other and where people often have lengthy walks to get to a bus stop and two of the three regular bus routes have services only hourly out of peak hours.

Thank you once again for the opportunity to comment.



Shona Powell  
Chair  
Woodend-Sefton Community Board

The Board would like the opportunity for their submission to be heard.

**WAIMAKARIRI DISTRICT COUNCIL****MEMO**

**FILE NO AND TRIM NO:** RDG-32-86-08 / 220310035064

**DATE:** 10<sup>th</sup> March 2022

**MEMO TO:** All Community Boards  
Utilities and Roding Committee  
Community and Recreation Committee  
Walking and Cycling Reference Group

**FROM:** Don Young – Senior Engineering Advisor  
Allie Mace-Cochrane – Graduate Engineer

**SUBJECT:** Update on the Walking and Cycling Network Plan Consultation and Timeframes

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**1. Purpose**

The purpose of this memo is to provide a brief update to the Utilities & Roding Committee, Community & Recreation Committee, all Community Boards, and the Walking and Cycling Reference Group on the following aspects of the project:

- The delay in public engagement for the Walking and Cycling Network Plan.
- An updated timeframe for the Walking and Cycling Network Plan.

**2. Public Consultation**

The public engagement aspect of the Walking and Cycling Network Plan was scheduled to commence in February 2022, with this finishing in mid-March.

Included within the engagement process was face-to-face drop-in sessions; however, with the rise in Covid-19 Omicron cases nationwide, it has been decided to delay the engagement until face-to-face sessions can occur.

Staff considered updating the Communication Plan to remove the face-to-face drop in sessions and engage with the community solely through online platforms. However as this project has high public interest, potentially polarising public views, and complex information to convey, there is a risk that engagement via strictly online platforms may be unsuccessful.

Furthermore, delaying the public engagement does not hamper the delivery of the physical works associated with the project, as funding was not received from Waka Kotahi in the 2021-2024 National Land Transport Programme. Therefore, funding can only possibly be considered as part of the 2023/2024 Annual Plan process and future Long Term Plan.

### 3. **Updated Timeframe**

The updated timeframe for the Walking and Cycling Network Plan is as follows:

May 2022

- Pre-engagement
- Consultation begins

June 2022

- Consultation ends
- Revise the Network Plan based off feedback received from the community
- Meet with the Walking and Cycling Reference Group

August 2022

- Present report to all Community boards seeking endorsement of the Network Plan

September 2022

- Present report to Council seeking adoption of the Network Plan

Note. If Covid-19 restrictions have not been reduced by May, staff will revise their method of engagement.

## CHAIRPERSON'S REPORT- March 2022

CHAIR'S DAIRY		DISCUSSION POINTS
Date	Events attended	Community Feedback/Issues Raised
7 March	Youth Development Grant	Via zoom. Chairs meeting to consider Grant applications received
10 March	Waimakariri Access Group	Discussed submissions on E-Scooter Trial, WDC Draft Annual Plan and ECan Draft Annual Plan. These have now been finalised and lodged.
	Briefing with Templeton Group	With Mayor, Kaiapoi-Woodend Councillors and some staff. Managing Director outlined their plans for land owned in Pegasus. Looking forward to when they engage with the community
15 March	WSCB meeting	Regular monthly meeting held via Zoom
22 March	Briefing re water supplies	Via zoom. Included an update on progress with temporary chlorination of water supplies in Woodend and Kaiapoi North
1 April	Community Cuppa - Pegasus	Mayor gave an update on various topic, attendees very appreciative: <ul style="list-style-type: none"> <li>• vaccine passes lifted on Council facilities from 11.59pm on Monday 4 April</li> <li>• update on Pegasus Lake which is owned by Templeton Group. Council wants to see definite improvement before Lake is vested to them. Aeration trial at south end of lake due to start in July</li> <li>• reminder that feedback closes on draft Annual Plan and an outline of the major projects</li> <li>• meeting with Templeton Group, re their plans for land owned in Pegasus</li> <li>• upcoming meeting with Waka Kotahi s re safety improvements in Woodend and at Pegasus roundabout</li> </ul>

## CHAIR'S STATEMENT

- Wrote WSCB column for the April issue of The Woodpecker
- Drafted a media update with Comms outlining the focus for the Board for 2022
- Finalised Board Community Plan
- Drafted Board submission on Environment Canterbury draft Annual Plan
- Finalised Board submission on Waimakariri District Council draft Annual Plan

Main issues raised by residents are:

- Concerns from Woodend residents about the chlorination of the water and the discolouration. Great delight from residents when the chlorine was removed
- Ongoing questions around the Woodend Bypass and where it is at
- Ongoing concerns around safety for pedestrians and cyclists at SH1/Pegasus roundabout and lack of action on Woodend safety improvements
- Chasing up some service requests from residents to check where they are at

Shona Powell

**Woodend-Sefton Community Board**