

# Agenda

## Woodend-Sefton Community Board

Tuesday 13 February 2024

5.30pm

Sefton Public Hall  
591 Upper Sefton Road  
Sefton

**Members:**

Shona Powell (Chairperson)

Mark Paterson (Deputy Chairperson)

Brent Cairns

Ian Fong

Rhonda Mather

Philip Redmond

Andrew Thompson

## **AGENDA CONTENTS – WOODEND-SEFTON COMMUNITY BOARD MEETING**

<b><u>Item Number</u></b>	<b><u>Item Topic</u></b>	<b><u>Page numbers</u></b>
<b>3</b>	<b>Confirmation of Minutes</b>	
3.1	Confirmation of Minutes – 4 December 2023	8 – 21
3.3	Notes of Workshop – 4 December 2023	22
<b>4</b>	<b>Deputations</b>	
4.1	Sefton Public Hall – P Lockhead	
4.2	Waikuku Beach Surf Life Saving Club	
<b>6</b>	<b>Reports</b>	
6.1	Waikuku Beach Surf Life Saving Club Storage Shed Licence to Occupy and Concrete Pad Extension	23 – 33
6.2	Waikuku Beach Volleyball Court	34 – 45
6.3	Application to the Woodend-Sefton Community Board's 2023/24 Discretionary Grant Fund	46 – 58
6.4	Approval of the Woodend-Sefton Community Board Plan 2023	59 – 79
<b>8</b>	<b>Chairpersons Report</b>	80

**AGENDA FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD TO BE HELD AT THE SEFTON PUBLIC HALL, 591 UPPER SEFTON ROAD, SEFTON ON TUESDAY 13 FEBRUARY 2024 AT 5.30PM.**

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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
<b>1</b>	<b><u>APOLOGIES</u></b>	
<b>2</b>	<b><u>CONFLICTS OF INTEREST</u></b>	
<b>3</b>	<b><u>CONFIRMATION MINUTES</u></b>	
3.1	<b><u>Minutes of the Woodend-Sefton Community Board Meeting – 4 December 2023</u></b>	8 – 21
	<i>RECOMMENDATION</i>	
	<b>THAT</b> the Woodend-Sefton Community Board:	
	(a) <b>Confirms</b> the Minutes of the Woodend-Sefton Community Board Meeting held on 4 December 2023.	
3.2	<b><u>Matters Arising</u></b>	
3.3	<b><u>Notes of the Woodend-Sefton Community Board Workshop – 4 December 2023</u></b>	22
	<i>RECOMMENDATION</i>	
	<b>THAT</b> the Woodend-Sefton Community Board:	
	(a) <b>Receives</b> the notes of the Woodend-Sefton Community Board Workshop held on 4 December 2023.	
<b>4</b>	<b><u>DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY</u></b>	
4.1	<b><u>Sefton Public Hall – Paul Lockhead</u></b>	
	P Lockhead will update the Board on the progress of the rebuild of the Sefton Public Hall.	
4.2	<b><u>Waikuku Beach Surf Life Saving Club</u></b>	
	Members of the Waikuku Beach Surf Life Saving Club will be in attendance.	
<b>5</b>	<b><u>ADJOURNED BUSINESS</u></b>	
	Nil.	

## 6 REPORTS

### 6.1 Waikuku Beach Surf Life Saving Club Storage Shed Licence to Occupy and Concrete Pad Extension – Mike Kwant (Greenspace Community Projects Officer) and Chrissy Taylor-Claude (Parks Officer)

23 – 33

#### *RECOMMENDATION*

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

- (a) **Receives** Report No. 240201014905.
- (b) **Approves** Council staff to consult with the community on the proposed storage shed and extension of the concrete pad at the Waikuku Beach Surf Life Saving Club building as per the building plans in attachment i.
- (c) **Notes** that Greenspace staff are working with the Property Team who have sought legal opinion to grant a License to Occupy for both the unformed legal road and Reserve 3224 which is subject to getting a building consent.
- (d) **Notes** that the Waikuku Beach Surf Life Saving Club have had their resource consents from Environment Canterbury and Waimakariri District Council approved.
- (e) **Notes** that the Waikuku Beach Surf Life Saving Club are still to put forth a building consent application which is a process managed by Council's Building Unit. The recommendation in this report is independent to the Council's regulatory function.
- (f) **Notes** that this proposal is being funded entirely by the Waikuku Beach Surf Life Saving Club and the shed and concrete pad will be maintained and owned by the Waikuku Beach Surf Life Saving Club once built.
- (g) **Notes** that a subsequent report will be submitted to the Community Board at the end of the consultation period, including details of the Licence To Occupy. The License To Occupy is subject to the building consent being obtained by the Waikuku Beach Surf Life Saving Club.

### 6.2 Waikuku Beach Volleyball Court – Martin McGregor (Senior Advisor Community and Recreation) and Chrissy Taylor-Claude (Parks Officer)

#### *RECOMMENDATION*

34 – 45

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

- (a) **Receives** Report No. 240117005591.
- (b) **Approves** Council staff to undertake consultation with surrounding residents to get feedback on the proposed sand beach volleyball court.
- (c) **Provides** feedback on the proposed sand beach volleyball court.
- (d) **Notes** that a subsequent report will be brought back to the Community Board, detailing the consultation results, and seeking approval of installation if appropriate. This will include the design, materials, construction method, and ongoing maintenance plan and cost.
- (e) **Notes** that installing a volleyball court in the North Oval and Central Area is a supported activity under the Waikuku Beach Reserve Spatial Activity Plan, which was approved by the Community Board in February 2023.
- (f) **Notes** that the Spatial Activity Plan was publicly consulted on with the community in November 2022.
- (g) **Notes** that the project is proposed to be funded entirely by the community through fundraising and donations.



- (h) **Notes** that the construction of the beach volleyball court will be carried out by the community with the assistance of Greenspace staff.
- (i) **Notes** that should the courts be approved and constructed; it would be maintained by Council under the Delta Maintenance Contract and within current operational budgets. This is currently costed at \$67.41 a month but is set raise to approximately \$80 a month in early 2024.

6.3 **Application to the Woodend-Sefton Community Board’s 2023/24 Discretionary Grant Fund – Kay Rabe (Governance Advisor)** 46 – 58

*RECOMMENDATION*

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

- (a) **Receives** report No. 240112003698.
  - (b) **Approves** a grant of \$..... to the Pegasus Dragons towards attending the Dragon Boat Festival in Wellington.
- OR**
- (c) **Declines** the application from the Pegasus Dragons.

6.4 **Approval of the Woodend-Sefton Community Board Plan 2023 – Kay Rabe (Governance Advisor)** 59 – 79

*RECOMMENDATION*

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

- (a) **Receives** report No. 240112003400.
- (b) **Approves** the Woodend-Sefton Community Board Plan 2022-25 (Trim: 230301028039).
- (c) **Authorises** the Chairperson to approve the final version of the Woodend-Sefton Community Board Plan 2023 update, if any further minor editorial corrections are required.

**7 CORRESPONDENCE**

Nil.

**8 CHAIRPERSON’S REPORT**

8.1 **Chairperson’s Report for December 2023 and January 2024** 80

*RECOMMENDATION*

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

- (a) **Receives** the report from the Woodend-Sefton Community Board Chairperson (TRIM: 240207016602).

**9 MATTERS FOR INFORMATION**

- 9.1. **Oxford-Ohoka Community Board Meeting Minutes 6 December 2023.**
- 9.2. **Kaiapoi-Tuahiwi Community Board Meeting Minutes 11 December 2023.**
- 9.3. **Rangiora-Ashley Community Board Meeting Minutes 13 December 2023.**

9.4. **Draft 2024 Utilities and Roading Management Plans – Report to Council Long Term Plan Budget Meeting 30 January 2024 – Circulated to all Boards.**

*RECOMMENDATION*

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

- (a) **Receives** the information in Items 9.1 to 9.4.

**Note:**

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

**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 Community Development**

Consultation closes Friday 16 February 2024

<https://letstalk.waimakariri.govt.nz/community-development>

**11.2 Oxford Off-Leash Dog Exercise Area**

Consultation closes Sunday 18 February 2024.

<https://letstalk.waimakariri.govt.nz/oxford-off-leash-dog-exercise-area>

**12 BOARD FUNDING UPDATE**

**12.1 Board Discretionary Grant**

Balance as at 31 January 2024: \$2,160.

**12.2 General Landscaping Fund**

Balance as at 31 January 2024: \$13,680.

**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 is scheduled for 5.30pm, Monday 11 March 2024 at the Woodend Community Centre, School Road, Woodend.

## Workshop

- *Members Forum*

**MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD AT THE WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 4 DECEMBER 2023 AT 5.30PM.**

**PRESENT**

S Powell (Chairperson), B Cairns, I Fong, R Mather, A Thompson (arrived at 5.36pm).

**IN ATTENDANCE**

S Salthouse (General Manager Organisational Development and Human Resources), J Recker (Stormwater and Waterways Manager), S Docherty (Senior Policy Analyst), K Howat (Parks and Facilities Team Leader), M McGregor (Senior Advisor Community and Recreation), C Taylor-Claude (Parks Officer) and K Rabe (Governance Advisor).

**1 APOLOGIES**

Moved: B Cairns

Seconded: R Mather

**THAT** apologies for absence be received and sustained from M Paterson and P Redmond and for lateness from A Thompson who arrived at 5.36pm.

**CARRIED**

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**3 CONFIRMATION MINUTES**

**3.1 Minutes of the Woodend-Sefton Community Board Meeting – 9 October 2023**

Moved: I Fong

Seconded: R Mather

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

- (a) **Confirms**, as a true and accurate record, the circulated the Minutes of the Woodend-Sefton Community Board meeting held on 9 October 2023.

**CARRIED**

**3.2 Matters Arising**

B Cairns queried the status of the bike racks for Pegasus Beach and was advised that they were being installed this week. Pegasus Bay School had also decided to add some plantings in the vicinity and hold an official opening in the near future.

If the bike racks proved a success, then similar initiatives would be considered for Woodend and Waikuku Beaches if funding could be sourced.

**3.3 Notes of the Woodend-Sefton Community Board Workshop – 9 October 2023**

Moved: R Mather

Seconded: I Fong

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

- (a) **Receives** the notes of the Woodend-Sefton Community Board Workshop held on 9 October 2023.

**CARRIED**

### 3.4 **Notes of the Woodend-Sefton Community Board Workshop – 13 November 2023**

Moved: I Fong                      Seconded: R Mather

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

- (a) **Receives** the notes of the Woodend-Sefton Community Board Workshop held on 13 November 2023.

**CARRIED**

## 4 **DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY**

Nil.

## 5 **ADJOURNED BUSINESS**

Nil.

## 6 **REPORTS**

### 6.1 **School Road Drainage Upgrade – J Recker (Stormwater and Waterways Manager) and M Henwood (Project Engineer)**

J Recker provided a brief update on the progress with the investigation work for the School Road drainage upgrade and sought approval for the proposed solutions to flooding at 10 School Road, Woodend.

B Cairns noted his concern that this seemed to be an expensive solution for the benefit of only one property. J Recker explained that flooding in the area had been an ongoing problem since the June 2019 flood event and that the stormwater system was due for an upgrade as it did not meet the one-in-five year primary network stormwater level of service.

B Cairns also questioned what measures the owner had taken to mitigate flooding on his property. J Recker replied that a drain had been installed and earthworks had been carried out to redirect the water flow.

B Cairns then asked if a pump or sandbags had been employed and J Recker confirmed that on occasion the Council had supplied a pump to the resident and sandbags had also been used in the past.

S Powell commented that on occasion the Woodend Community Centre carpark had flooded due to flooding in School Road and noted this was a concern as the Centre was an emergency evacuation area. She questioned how Gibbs Road factored into the proposed work. J Recker explained that Gibbs Road would take the secondary flow.

A Thompson was concerned on how this project would be perceived by the public as there were other properties being flooded on the eastern side of State Highway One, which were not receiving the same level of service. He queried if the Council was being pro-active in identifying other areas which did not meet the required level of service. J Recker replied that service requests during flooding events were what alerted staff to areas of concern and prompted further investigation.

I Fong queried if the resident had been informed of what the preferred solution was and J Recker replied in the affirmative.

B Cairns suggested that the report should be left to lie on the table until further information was provided regarding other areas of concern and an analysis of services requests. The Chairperson noted that this report would be presented to the Council the following day and as they were the budget holders would be reluctant to delay the report. However, suggested that the Board, if they so wished, could include an additional recommendation regarding the Board's concern for setting a precedent. S Powell also noted that flooding affected other areas of School Road and not only 10 School Road. This work would redirect water before it flowed down School Road or ponded causing localised flooding.

R Mather noted that by not meeting the one-in-five year primary network stormwater level of service, the Council became responsible for other flooded areas and queried why this particular area was been attended to when others were not. J Recker advised that this area had been scheduled for upgrading for some time, and the Council had already earmarked budget for the work, however, the longer this project was delayed the more expensive the solution became.

Moved: S Powell

Seconded: I Fong

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

(a) **Receives** report No. 230324041614.

*AND*

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

**THAT** the Council:

(b) **Receives** report No. 230324041614.

(c) **Approves** the proposed solution, subject to the consideration of recommendation (j), to:

- i. Improve the primary network capacity by piping flows to the existing network at Main North Road near Gladstone Road to meet the 5-year level of service.
- ii. Improve the secondary flow path at the driveway of 10 School Road noting that this would mitigate the secondary flow overtopping the driveway in heavy rainfall events.

(d) **Approves** an additional budget of \$126,000 in the 2023/2024 financial year to the Stormwater LOS (PJ 101517.000.5123) budget, for the construction of the School Road Drainage Upgrade. This would give a total budget of \$541,000.

(e) **Notes** that the estimate for this work (including a 20% project contingency, and all associated fees) is \$541,000, while the current budget allowance was \$415,000.

(f) **Notes** that the additional budget for 2023/2024 would increase the Coastal Urban Drainage rate by approximately \$3.00 or 1.2% per property from 2025/26 onwards.

(g) **Notes** that a piped solution would improve the level of service in School Road meeting Waimakariri District Council's one-in-five-year primary system requirement set out in the Engineering Code of Practice.

(h) **Notes** that the secondary flow path would be altered (subject to the approval of the 10 School Road property owner) to flow southwards over the crown of the road away from the east driveway of 10 School Road. This was expected to prevent secondary flow overtopping the driveway in significant storm events.

(i) **Notes** that for higher intensity rainfall events there was limited freeboard provided and therefore the flood waters overtopping the driveway may not be prevented, beyond the design events stated.

(j) **Request** the Council to consider the precedent that may be set by the solution, detailed in in recommendations (c) and (d), for other properties who do not meet the one- in-five-year level of service.

**CARRIED**

B Cairns against

B Cairns pointed out that there were many other areas where properties were regularly flooded which probably also did not have stormwater drainage that met the one-in- fiver year level of service.

S Powell noted that she did not wish to delay the decision, however, by drawing the Council's attention to the Board's concerns she believed was the most prudent way forward.

6.2 **Northern Pegasus Bay Bylaw Review – Hearing Panel Representation – S Docherty (Senior Policy Analyst)**

S Docherty was in attendance to provide the Board with an update on the progress and public consultation of the Northern Pegasus Bay Bylaw review. She requested that a Board representative be appointed to sit on the Northern Pegasus Bay Bylaw Hearing Panel. In speaking to the public consultation, S Docherty explained that corflute signage would be placed at appropriate locations which would include QR codes which would take residents directly to the appropriate page on the Council's website. Staff would also liaise with the public on the beaches during the holiday season. Staff were keen to capture any issues, however, would also like to hear about what was working well with the current bylaw.

B Cairns queried if a bylaw could restrict all recreational vehicles access to beaches during breeding season for the bird colonies in the area. S Docherty stated that the current bylaw already did that.

A Thompson noted that bylaws were 'toothless' and it was near impossible to prosecute offenders, however, the situation was improving through continued education by rangers.

S Powell noted that M Paterson, who was unable to attend the meeting, had shown an interest in serving on the Northern Pegasus Bay Bylaw Hearing Panel, she also put her own name forward.

A Thompson, who currently was a member of the Northern Pegasus Bay Bylaw Advisory Group also requested consideration.

R Mather asked if the date and venue of the hearings was currently known, and S Docherty replied that no time or date had yet been set, as it depended on how many submissions were received.

Moved: R Mather

Seconded: I Fong

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

- (a) **Receives** Report No. 231114182742.
- (b) **Appoints** Board Member S Powell, to the Northern Pegasus Bay Bylaw 2016 (amended 2023) Hearing Panel to hear submissions on the Bylaw and to recommend decisions to the Council (meeting dates to be confirmed).
- (c) **Notes** that this consultation would inform development of a Statement of Proposal for the Proposed Northern Pegasus Bay Bylaw 2024. The Statement of Proposal would be made available to the wider public for input through the Special Consultative Procedure required by the Local Government Act 2002.
- (d) **Notes** that the Northern Pegasus Bay Bylaw 2016 (amended 2023) would not be required to be formally reviewed for another 10 years.

**CARRIED**

A Thompson against

S Powell thanked the Board for her nomination and appointment and S Docherty for her work and noted that she would also be working with the Board on the Woodend Pegasus Area Strategy in the near future.

6.3 **Installation of Field Lights, Gladstone Park – K Howat (Parks and Facilities Team Leader)**

K Howat provided a brief overview of the Woodend Rugby Club's request for field lights on the number three field at Gladstone Park. He confirmed that the funding had been already raised through community grants and the lights would be paid for by the Club with no financial cost to the Council.

R Mather noted that the information sheet to go out to residents may need to be reviewed prior to it being distributed and requested that some explanation of the term 'LUX' be included for those who did not know what was meant. She also queried what the process would be if a resident was against the installation of the lights. K Howat advised that the Council would work with residents to address any concerns that they may have and to come to an agreement for a way forward.





S Powell noted that the pool was a community facility which was managed by the school. She also noted that ensuring that rural pools were operative took pressure off water education at public pools.

## 7 CORRESPONDENCE

### 7.1 Pegasus Shallow Groundwater Monitoring - J Recker (Stormwater and Waterways Manager)

J Recker gave a brief overview of the memo regarding groundwater monitoring in Pegasus.

In response to a question from A Thompson, J Recker advised that the piezometers would be installed shortly and there would be relevant data obtained within a few months, however, it was intended that the metres would be left in place for approximately two years.

S Powell queried if the residents had been informed of the project and J Recker stated that they would be speaking to residents the following week.

Moved: S Powell                      Seconded: R Mather

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

- (a) **Receives** the memorandum regarding Pegasus Shallow Groundwater Monitoring (Trim 231123188023).

**CARRIED**

## 8 CHAIRPERSON'S REPORT

### 8.1 Chairperson's report for October 2023

<i>Events attended</i>	<i>Community Feedback/Issues Raised</i>
Chairs and Deputy Chairs meeting with Mayor	An opportunity to catch up with each other and the Mayor, and where things are at
All Boards Briefing	Heard more about the Mayor's taskforce jobs programme, arts strategy, and project communication plans
Pre-meeting briefing	A run through the agenda and catch up on general matters
WSCB monthly meeting	Regular meeting
Ronel's Community Cuppa, Waioira Links Community Trust	Entertaining and enlightening presentation on recycling from Lesley Ottey of Eco Educate. Very well attended, and good to catch up with locals. A couple of issues to follow up on.
Waimakariri Access Group	Regular monthly meeting. The North Canterbury Inclusive Sports Festival was held on 29 <sup>th</sup> September but unable to attend which was disappointing as I had helped to organise it. I'm told it was a great day with lots of great photos.
Volunteered at Pegasus Community Centre	As usual the book cave was popular. Questions about safety at the Pegasus/Ravenswood roundabout and the Woodend bypass.
Council briefing with Taumata Arowai	Thanks for the invite to hear from the Water Regulator. Good to keep up-to-date on this
Met with concerned resident	Concerns around Lake Pegasus and algal blooms
Planting morning at Waikuku Beach	Great to have the Student Volunteer Army there and some locals to help out with the planting
Meeting with Waka Kotahi	Organised by the Mayor to get an update on projects including the Woodend Safety Improvements and the impact if the Woodend Bypass is funded
Big issue for the month was the spill into Saltwater Creek and the impact was not good. Kept up-to-date by ECan but locals concerned about the time taken to announce the results from their testing.	
Main issues raised by residents were:	
<ul style="list-style-type: none"> <li>Any decision on where the Pegasus community centre is going – explained the process</li> </ul>	

- What is happening with the youth space promised for Pegasus
- Waka Kotahi planned SH1 safety improvements and the Woodend Bypass – will it go ahead with both major political parties saying it will. Where does it go
- Ongoing concerns around safety for pedestrians and cyclists at SH1/Pegasus/Ravenswood roundabout
- Pegasus Lake trial results
- Horses being ridden on footpaths in Pegasus

The track formed by cutting fence wire and destroying planting from Kaiapoi Pa Road through to Pegasus being used by motorcyclists, quad bikes and four wheel drives.

## 8.2 **Chairperson's Report for November 2023**

S Powell took her November report as read and in response to R Mather's query on an update regarding the Woodend Pegasus Area Strategy she noted that the timing of the proposed Woodend Bypass could have an impact on how the review of the Strategy was progressed. Consideration would be given on how to ensure a vibrant environment for businesses in the area which relied on passing traffic however there were many destination businesses in Woodend which should not be unduly affected.

S Powell informed the Board that Ravenswood Central had signed a conditional agreement for a medical centre which was a positive development for the area.

S Powell also informed the Board that the first Pegasus Community Centre Steering Group meeting would be held the following week.

Moved: S Powell

Seconded: I Fong

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

- (a) **Receives** the report from the Woodend-Sefton Community Board Chairperson (TRIM: 231127190020).

**CARRIED**

## 9 **MATTERS FOR INFORMATION**

- 9.1. Kaiapoi-Tuahiwi Community Board Meeting Minutes 16 October 2023.
- 9.2. Oxford-Ohoka Community Board Meeting Minutes 8 November 2023.
- 9.3. Commissioner Recommendation Private Plan Change 31 – Report to Council Meeting 7 November 2023 – Circulates to all Boards.
- 9.4. Adoption of Road Reserve Management Policy – Report to Council Meeting 7 November 2023 – Circulates to all Boards.
- 9.5. Adoption of Waimakariri District Community Outcomes – Report to Council Meeting 7 November 2023 - Circulates to all Boards.
- 9.6. Adoption of Waimakariri District Strategic Priorities – Report to Council Meeting 7 November 2023 – Circulates to all Boards.
- 9.7. Waimakariri Economic Development Strategy for Adoption – Report to Council Meeting 7 November 2023 – Circulates to all Boards.
- 9.8. Health, Safety and Wellbeing Report October 2023 – Report to Council Meeting 7 November 2023 – Circulates to all Boards.
- 9.9. Annual Report for Enterprise North Canterbury for the year ending 30 June 2023 – Report to Audit and Risk Committee Meeting 14 November 2023 – Circulates to all Boards.
- 9.10. Enterprise North Canterbury (ENC) Strategic Plan Update – Report to Audit and Risk Committee Meeting 14 November 2023 – Circulates to all Boards.
- 9.11. Annual Report for Te Kohaka o Tuhaitara Trust for the year ended 30 June 2023 – Report to Audit and Risk Committee Meeting 14 November 2023 – Circulates to all Boards.

- 9.12. Water Quality and Compliance Annual Report 2022-23 – Report to Utilities and Roding Committee Meeting 21 November 2023 – Circulates to all Boards.
- 9.13. Cam River / Ruataniwha Report – Report to Utilities and Roding Committee Meeting 17 October 2023 – Circulates to all Boards.
- 9.14. July 2023 Flood Recovery Progress Update – Report to Utilities and Roding Committee Meeting 21 November 2023 – Circulates to all Boards.
- 9.15. Roding and Transport Activity Update – Report to Utilities and Roding Committee Meeting 21 November 2023 – Circulates to all Boards.

Moved: B Cairns

Seconded: A Thompson

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

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

**CARRIED**

## **10 MEMBERS' INFORMATION EXCHANGE**

### **Ian Fong**

- Woodend School Fair – queries on Woodend Bypass and speed management.
- Coastal Drainage Advisory Group – Waikuku flooding – new pump stations, upgraded drain maintenance plan which were now over budget.
- Sefton Hall Committee AGM – Paul Lohead appointed Chairman.
- Sefton Hall Committee meeting – Council staff attended to get an update. Plans needed to be amended due to Fire Regulations and should be completed in December 2023.
- Pegasus Residents Group meeting – Concern for lack of lighting along Pegasus Boulevard near golf course. Noted increased foot traffic, mainly teenagers, in the area at night.  
Suggested that the Pegasus Residents Group make a submission to the Council's 2024/34 Long Term Plan (LTP) requesting better street lighting in the area and also to submit service requests to ensure this has a history of concern raised when the Council considers the matter during the LTP process.

### **Rhonda Mather**

#### October

- Attended a Greypower meeting.
- Woodend-Sefton Community Board meeting – A positive meeting with decisions made on a number of community amenities.
- Ronel's Community Cuppa – Guest speaker David Ayers gave a well-received presentation on the development history of Pegasus.
- Waimakariri District Council Community Networking Forum – Good turnout of social service organisations exchanging information and discussing current trends.
- Community Service Awards – It was a pleasure and a privilege to be part of honouring the diverse range of people who gave so much to the communities and expect so little in return.
- Waioara Links Community Trust Board meeting
  - Currently working on funding applications and end of year events. All four Trustees attended the Kia Rite Hoha event planning course being run as part of the Waimakariri District Council Community Team's On Track workshop series.
  - An additional Trust Board meeting to formalise the appointment of an Accountant to do the annual accounts (free of charge).
  - Compiled Waioara Links Community Trust page for The Woodpecker
- National Community Board's Hui – held via Zoom.
- Volunteer Co-ordinators' Group – Facilitated by Waimakariri District Council Community Team and attended by co-ordinators of volunteers. Discussion was mostly around organising the 2024 Volunteer Expo and ways to recognise and reward volunteers.

## November

- Attended a Greypower meeting.
- Ronel's Community Cuppa - The guest speaker was Justin Hartley from Ray White Pegasus.
- Community Networking Forum - Held at the Rangiora memorial Hall. There was a good turnout of social service organisations exchanging information and discussing current trends.
- Waiora Links Community Trust Board meeting.
  - The Waiora Links Community Trust Christmas Community Cuppa would be held at the Woodend Community Centre on at 10am on Wednesday 13 December 2023. Woodend School would provide the entertainment. Special guests would include Mayor Dan Gordon and Santa. Woodend-Sefton Community Board members were invited to attend.
  - Compiled Waiora Links Community Trust page for The Woodpecker.
  - Attended a variety of other meetings on behalf of Waiora Links Community Trust to discuss future activities.
- Volunteers Coordinators Group. Facilitated by Waimakariri District Council Community Team and attended by coordinators of volunteers. Discussion was mostly around organising the 2024 Volunteers Expo and ways to recognise and reward volunteers.
- Reported tree damage in Infinity Drive walk/cycle track area after storm.
- Attended a variety of other meetings on behalf of Waiora Links Community Trust to discuss future activities.

## Philip Redmond

### October

- Kainga Ora Briefing.
- Waimakariri Health Advisory Group.
- Rangiora Art Society Spring Edition - Open night at Rangiora Bourgh School Hall. Great art on display.
- Enterprise north Canterbury Business Awards.
- Ronel's Cuppa.
- Passchendaele Memorial Service at the Kaiapoi Cenotaph.
- Drainage All Boards meeting. Received a presentation from NIWA.
- Paris for the Weekend re-opening.
- Road Safety Committee.
- Community Service Awards. Read the citation for Micheal Bates.
- Solid Waste Working Party. Transfer Station update.
- Road Reserve Management Policy Hearings.
- MainPower Sports Awards.
- Community Wellbeing North Canterbury Trust Annual General Meeting.
- Waitaha Primary Health Annual General Meeting. The Mayor is Deputy Chair.
- Local Government New Zealand in Wellington. Future for Local Government and Provincial.
- Construction season commenced.
- Wind issues with fallen trees – received resilience funding from Waka Kothai.
- Lees Valley slip scoped.
- Traffic Choices Funding – paused pending change of government including Woodend-Kaiapoi cycleway.
- Cycle Sense Training – 193 students, seven schools including Woodend safety initiative.

### November

- Local Government New Zealand meeting in Wellington – discussion of finished floor flood levels in provincial rural areas.
- Speed Management Plan Drop in sessions – poorly attended other than in Kaiapoi.

- Robel's Cuppa – Wairora Links Community Trust. Christmas event at Woodend Community Centre with Mayor and Santa as special guests on 13 December 2023.
- Viva City Video presentation – Data collection using AI on near misses.
- Christchurch City Council – People, Places and Parking workshop - The role of parking in cities and alternatives. Presenters from Complete Streets and Transport Planning.
- Environmental Volunteer Showcase - Victoria Park, environmental groups, ecology activities games etc – poorly attended by great event.
- District Licensing Committee – training session.
- North Canterbury Sport and Recreation Trust AGM and monthly meeting - Successful year, good gym numbers. Exploring other opportunities.
- PT Futures - Discussion with ECan Chair and staff. LTP discussion average bus fare \$11,00 Pegasus to Rangiora \$32.00. In Christchurch \$6.00. Waimakariri 51% - user \$2.00 and ratepayer balance. Discussed Oxford and orbiter services as options and investigate.
- Waimakariri Public Arts Trust – exhibition in Council foyer with the theme Braided.
- Roding field trip to Lees Valley
- Woodpecker Christmas Event
- CCTV meeting at Pegasus
- Site inspection – Williams Street – floor level heights 2.7 to 3.2m above datum.
- Ecan Summit – MainPower Stadium, Climate focus
- Kaiapoi Fire Station Official Opening - GST \$8 million. The brigade attends about 250 incidents per annum.
- Royal Commonwealth Society Christmas Lunch – at Riccarton House.
- Ashley River Rating District Meeting.
- Cones Road Drainage Group Meetings.
- Two committee meetings
- Four briefs and workshops (mainly LTP focused)
- One council meeting
- Four portfolio meetings
- Two Community Board meetings

### **Brent Cairns**

#### October

- Homelessness – Riverside church had provided intel and we were working with ESU, with the intent to develop an information resource that their inspectors could use, to support their statutory obligations, whilst informing and supporting people into alternative accommodation, as required. A stakeholder group (Police, MSD, SSW, Faith Sector agencies) were working on better support for Pine Acres, alongside the work that that the Housing Response Working Group had undertaken around Emergency and Transitional Housing. My housing report would be supported by a presentation from the Housing Response Working Group, and this would be discussed as part of that presentation.
- Civil Defence Welfare Response – Team assisted with outreach visits in affected communities and were actively involved in the EOC. Heartening to see outlying rural communities largely self-supporting.
- Alcohol and Drug Harm – Presentation would accompany delivery of my report.
- Relationship Safety – Facilitated delivery of local Professional Development Workshop for teachers, community, health and social services workers. Planning underway for White Ribbon events in November 2023.
- Arts Strategy – Draft content was attached to my report, however Comms are currently at capacity, so had not yet been able to complete the published version. The 'look' I have requested is similar to Whanganui.

<https://www.whanganui.govt.nz/files/assets/public/v/1/strategies/whanganui-district-council-arts-and-culture-strategic-plan-2019-2029-reduced-size.pdf>

- Suicide Prevention and Mental Health – Over 700 locals, predominantly men, reached with four events facilitated and/or supported by Nicola Trolove from Community Team. Ensured strengths-based approach with practical tools to address stress and anxiety and the enabling of strong local referral paths, where Counselling needed.
  - Sports Sector Workshop, featuring Crusaders Manager
  - Education sector workshop
  - Tradie Breakfast,
  - Council staff workshop
- On Track Capacity and Capability Building – Suite continued with sessions on the new Incorporated Societies Act, Marketing and Promotion, Strategic Planning, and support for managers in the volunteer sector. Full suite also included financial planning and monitoring, funding, and funding plans, Health and Safety and good marketing.
- Community Development Strategy Review – engagement surveys developed, with Comms working on the 'Let's Talk' engagement, to begin shortly. Community Forum planned for 29 November 2023.
- Welcoming Communities – New Facilitator started this week. Building relationships and consideration of framing a plan.
- National Safe Community Model – Community Team Manager on small working group to establish a membership model. We are delighted to have received agreement from Public Health Association to umbrella, whilst keeping the kaupapa of Safe Communities Aotearoa (holding name) separate. We are hosting a national hui, in Kaiapoi on 8 December 2023 to:
  - Celebrate successes.
  - Rebrand Safe Communities- given that resilience and wellbeing are key priorities, over Injury Prevention
  - Bicultural partnership approach
  - Preliminary Strategic Planning – Vision, Purpose, Goals
- Down the Back Paddock Rural Safety Programme continued to build strong rural safety culture, through local schools. We continued to hear from teachers that the feedback from parents was that children passed on 'safe practice' advice to parents. Staff were considering a broad evaluation of this in the coming year.
  - Youth Development
  - Disability sporting event a huge success
  - Good environmental planning and River Clean-up had 200 people attend.
  - Dudley Mural almost ready to install, thank to Kaiapoi High students and design from young people from across the District.
  - Employment Expo, planned by Youth Futures, led my Emily, a success.
- Mayor's Taskforce for Jobs – Over half of deliverables achieved in the first three months. Continued to fill work-readiness gaps across the District.
- Next Steps Website – Admin supported by Community Team Admin (updates and monitoring). Some very positive feedback from community partners and strong push on marketing across the district. External funding had meant that we can do radio ads, fridge magnets, bookmarks, etc.

## November

- Attended Community CCTV camera meeting in Pegasus. Already the account had \$100 raised. Funds were being held by North Canterbury Neighbourhood Support; they had separate accounts for all of the communities that wanted cameras.
- Community Development Forum, well run, great ideas came from the meeting. Collation of feedback would be going out in the next few weeks for additional feedback.
- Invited to attend NZRT12 Christmas event, all volunteers, responding to weather events within the district and throughout NZ.
- All Together Kaiapoi monthly meeting – Waitangi Day was in the planning phase along with welcome bags being delivered to 120 new residents.
- Attending Model Boat racing on Pegasus lake
- Attended North Canterbury Neighbourhood Support monthly meeting, finalising strategy and action plans for next year and five years.
- Visited Te Mataura School in Rangiora, wanting a food forest on site.
- Attended Kaiapoi Christmas parade, well attended, well run event, would be looking like turning a profit as they sold for \$5 wrist bands for children to go on all the activities.
- Ronel's Cuppa, always fun to attend.
- Attended Food Secure North Canterbury forum, as well as their monthly meeting, would be looking forward to supporting the creation of how to/educational videos and events, lobbying initiatives that helped with food insecurity, connecting groups etc.
- Attended Williams Street Councillor gathering to consider/discuss new building heights.
- Attended Migrants meeting, one of the discussion points – what the likes of Queenstown are doing in welcoming people to the community.  
[https://www.qldc.govt.nz/media/odta1yxq/qldc\\_welcoming-communities\\_summary-of-feedback\\_sep22\\_final-web.pdf](https://www.qldc.govt.nz/media/odta1yxq/qldc_welcoming-communities_summary-of-feedback_sep22_final-web.pdf)
- Have attended many meetings about Promotions Associations and the way forward along with sitting in with Kaiapoi Promotions and get a handle on how things were done.
- Auckland Council staff member visited to gather information about the process from our point of view when we were red zoned. Auckland were about to start making house and land offers to people in flood prone and at risk areas. For those interested view the handbook on how they are going to manage the process - <https://www.aucklandcouncil.govt.nz/recovery-extreme-weather-disasters/Documents/homeowner-handbook-november-2023.pdf>
- Attended highest attended speed management drop in session.
- Attended Dudley Park opening of the new amenities that had been installed. Youth Council had done an amazing job of leading this project. The Waimakariri Youth Council had been given some funding by the Council to look at developing the space around Dudley Skate Park. The aim was to brighten up the space and encourage people to use it more to hang out, put on entertainment and generally have a more community friendly feel about it.
- The Youth Council do have some ideas of their own like:
  - An entertainment space
  - Seating
  - Charging bench
  - Free Wifi

## **11 CONSULTATION PROJECTS**

Nil.

**12 BOARD FUNDING UPDATE****12.1 Board Discretionary Grant**

Balance as at 30 November 2023: \$3,660.

**12.2 General Landscaping Fund**

Balance as at 30 November 2023: \$13,680.

**13 MEDIA ITEMS**

Funding applications and bike racks at Pegasus Beach.

**14 QUESTIONS UNDER STANDING ORDERS**

Nil.

**15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**16 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

*Section 48, Local Government Official Information and Meetings Act 1987.*

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is moved:

Moved: S Powell

Seconded: R Mather

1. That the public is excluded from the following parts of the proceedings of this meeting.

- 16.1 Confirmation of Public Excluded Minutes of the Woodend-Sefton Community Board meeting on 9 October 2023.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
16.1	Confirmation of Public Excluded Minutes of the Woodend-Sefton Community Board meeting on 9 October 2023.	Good reason to withhold exists under section 7	To Protect the privacy of natural persons and enabling the local authority to carry on without prejudice or disadvantage, negotiations (including commercial and industrial) negotiations and maintain legal professional privilege as per LGOIMA Section 7 (2)(a), (g) and (i).

**CARRIED**



**CLOSED MEETING**

*The Public Excluded portion of the meeting took place between 6.54pm and 6.57pm.*

**OPEN MEETING**

Moved: S Powell

Seconded: I Fong

**THAT** open meeting resumes and the business discussed with the public excluded remains public excluded until the negotiations are completed.

**CARRIED**

**NEXT MEETING**

The next meeting of the Woodend-Sefton Community Board is scheduled for 5.30pm, Tuesday 13 February 2024 at the Sefton Public Hall.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 6.57pm.

**CONFIRMED**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

Unconfirmed

**NOTES OF A WORKSHOP OF THE WOODEND-SEFTON COMMUNITY BOARD HELD IN WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 4 DECEMBER 2023 AT 6.57PM..**

**PRESENT**

S Powell (Chairperson), B Cairns, I Fong, R Mather and A Thompson.

**IN ATTENDANCE**

S Salthouse (General Manager Organisational Development and Human Resources), M McGregor (Senior Advisor Community and Recreation), C Taylor-Claude (Parks Officer) and K Rabe (Governance Advisor).

**APOLOGIES**

M Paterson and P Redmond.

**1. Rotten Row, Waikuku - Hedge Removal**

Presenter(s) M McGregor and C Taylor-Claude  
Trim Ref: 231205195196

Key points:

- Matter raised by resident in 2022.
- Initial feedback received mid 2022 with mixed response.
- Concept plan developed and follow-up feedback received with mixed response.
- Request direction from the Board on whether to proceed.

Questions:

- Is this a private right of way or a public road?  
*Unsure and will need to get clarification however the hedge is a council asset.*
- What would be the cost of future maintenance if hedge retained?  
*Currently hedge has only been maintained periodically, however as it gets bigger there will need to be more regular maintenance. Unsure of costs.*
- Opportunistic timing. Why do residents want to remove hedge?  
*Shading and access issues for properties with cars parking on verge. Also could be problems for emergency vehicles.*
- What is the condition of the hedge?  
*Currently good however if it is pruned to hard could cause issues.*

Comments and Queries that need to be clarified:

- Needs wider consultation prior to any decision being made.
- Some residents want to retain for shelter from wind and privacy.
- Would angle pruning work to give more light.
- Concern that old established planting removed for young immature plantings. Erodes character of beach communities.
- Native plantings bring birds back to the area however many exotics also attract birds.
- Needs to check to see if the hedge encroaches on private land.
- Need to query if residents will contribute to the cost of removing a healthy hedge.
- Is the hedge damaging the road currently.

There being no further business the workshop concluded at 7.31pm.

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

**FILE NO and TRIM NO:** RES-20/ 240201014905

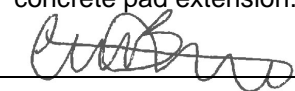
**REPORT TO:** WOODEND SEFTON COMMUNITY BOARD


**DATE OF MEETING:** 13 February 2024

**AUTHOR(S):** Chrissy Taylor-Claude, Parks Officer  
Mike Kwant, Greenspace Community Projects Officer

**SUBJECT:** Waikuku Beach Surf Life Saving Club storage shed Licence to Occupy and concrete pad extension.

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

  
General Manager

  
Chief Executive

**1. SUMMARY**

- 1.1. This report is seeking approval to consult with Waikuku Beach residents to construct a storage shed and extend the concrete pad at the Waikuku Beach Surf Life Saving Club (WBSLSC) building, as requested by the WBSLSC.
- 1.2. Consultation will include having a large visible sign near the carpark by the WBSLSC detailing the proposal giving details on how to give feedback, allowing beach users to comment on the proposal. We will also put up a poster and some pamphlets at the Waikuku Beach General Store.
- 1.3. The WBSLSC provides a community good by supplying lifeguards during the summer season to ensure everyone can have fun at the beach with peace of mind that lifeguards are providing patrol services. They also run surf lifesaving programmes and sports opportunities for all ages of the community. The WBSLSC propose to install a storage shed and extend the concrete pad to support these activities. The proposal will be funded and owned by the WBSLSC.
- 1.4. Installing a storage shed and extending the concrete pad is a supported activity under the Waikuku Beach Reserve Spatial Activity Plan, which was approved by the Community Board in February 2023. The Spatial Activity Plan guides Council staff and the Community Board when making decisions regarding the allocation of space in Waikuku.
- 1.5. As part of the process to install the storage shed and concrete extension, the WBSLSC are required to apply for a resource consent from both Environment Canterbury (ECAN) and Council, as well as a building consent and License to Occupy (LTO) from Council. The WBSLSC has been granted both these resource consents. The WBSLSC have not yet applied for their building consent. The LTO will be for a ground lease only and approval for the LTO would be brought back to the Community Board once consultation is complete.

**Attachments:**

- i. Building plans. (Trim: 231128190704).
- ii. Waikuku Beach Reserve Spatial Activity Plan. (Trim: 230202014132).

**2. RECOMMENDATION**

**THAT** the Woodend Sefton Community Board:

- (a) **Receives** Report No. 240201014905.

- (b) **Approves** Council staff to consult with the community on the proposed storage shed and extension of the concrete pad at the WBSLSC building as per the building plans in attachment i.
- (c) **Notes** that Greenspace staff are working with the Property team who have sought legal opinion to grant a License to Occupy for both the unformed legal road and Reserve 3224 which is subject to getting a building consent.
- (d) **Notes** that the WBSLSC have had their resource consents from Environment Canterbury and Waimakariri District Council approved.
- (e) **Notes** that the WBSLSC are still to put forth a building consent application which is a process managed by Council's Building Unit. The recommendation in this report is independent to the Council's regulatory function.
- (f) **Notes** that this proposal is being funded entirely by the WBSLSC and the shed and concrete pad will be maintained and owned by the WBSLSC once built.
- (g) **Notes** that a subsequent report will be submitted to the Community Board at the end of the consultation period, including details of the LTO. The LTO is subject to the building consent being obtained by the WBSLSC.

### 3. **BACKGROUND**

- 3.1. The Waikuku Beach Surf Lifesaving Club's mission is to "provide a safe beach and development opportunities to our members and local community through lifeguarding, sport, and education." Their vision is "to be a state-of-the-art facility for our local community and membership and to foster a welcoming, positive, and development focused culture that grows our sport and lifeguarding programs to maintain zero drownings." This proposal will support the WBSLSC in achieving their mission and vision.
- 3.2. In February 2023, staff were approached by the WBSLSC about adding a storage shed and extending their concrete pad located on the ocean side of their building. Due to the land status complexities of the site of the WBSLSC building and proposed works, Council staff have guided the WBSLSC through the process.
- 3.3. The storage shed is proposed to be 108m<sup>2</sup> and 3.5 metres in height. The shed will be coloured Sandstone Grey to match the existing building roof. The proposed location for the shed is currently being used for storage including a temporary storage container for which the WBSLSC has a License to Occupy. This storage container would be removed to make way for the shed. Public access would not be impeded by the addition of the shed. The existing concrete pad would be extended by 6 metres on the oceanside of the building. The building plans are shown in attachment i.
- 3.4. The Waikuku Beach Reserve Spatial Activity Plan (in attachment ii) was approved by the Community Board in February 2023. The Spatial Activity Plan aids Council staff and the Community Board when making decisions regarding the allocation of space in Waikuku. It also gives the residents clarity when approaching Council with initiatives that an informed and coordinated approach is taken when decisions are made regarding the use of the reserve space.
- 3.5. Installing a storage shed and extending the concrete pad is a supported activity under the Spatial Activity Plan. The Spatial Activity Plan shows that the Waikuku Surf Club is in a Beach Activity Infrastructure Zone. The intended uses of this area include carparking and buildings (clubrooms/ storage/ public toilets). Suggested infrastructure includes hard surface and overflow car parking, clubrooms, toilets and shower blocks, and storage infrastructure. It also includes consolidated shared facilities built through partnerships between community groups in conjunction with Council, and pedestrian walkways associated with above facilities.

- 3.6. The proposed shed location is predominantly located on unformed legal road and partially on Waikuku Reserve (Pt RES 3224). The current WBSLSC building is located mainly on foreshore (Crown land) located between the unformed legal road and the Mean High Water Mark Spring (MHWMS). A small section of the building is located on the unformed legal road. The Department of Conservation has management responsibilities over the foreshore land which is subject to the Marine and Coastal (Takutai Moana) Act 2011, but it is not subject to the Conservation Act. Council has no authority for land on the seaward side of the unformed legal road, although the Northern Pegasus Bay Bylaw applies over the foreshore and dunes to the low tide mark.
- 3.7. See below the image of the area including the unformed legal road in green and the orange outlines indicating the proposed shed and concrete pad.



- 3.8. The following approvals and land status types are summarised as follows:
- (a) Coastal Hazard Zone – Environment Canterbury resource consent. COMPLETE.
  - (b) Waimakariri District Council District Plan – Resource consent. COMPLETE.
  - (c) Waimakariri District Council – Building consent.
  - (d) Unformed legal road – License to Occupy Waimakariri District Council.
  - (e) Part Reserve 3224 – License to Occupy Waimakariri District Council.
- 3.9. The WBSLSC will require an LTO to be granted by our Property team to locate a storage shed in this location. However, the Property Team are confirming with a legal opinion and at this stage they indicate that a single LTO would likely be issued for both the unformed legal road and Part Res 3224. Once confirmed, Council Greenspace and Property team staff will work together to form an appropriate agreement. The LTO will allow the WBSLSC to occupy the proposed space with conditions. Details of the LTO will be presented in a subsequent report to the Community Board.

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

- 4.1. Option 1: Approve Council staff to consult with the community on the proposed storage shed and extension of the concrete pad as per the building plans in attachment i.

Council staff recommend this option as this will support the activities of the WBSLSC. The WBSLSC provides a community good by supplying lifeguards during the summer season to ensure everyone can have fun at the beach with peace of mind that lifeguards are providing patrol services. The WBSLSC also runs surf lifesaving programmes and sports

opportunities for all ages. Having a secure and functional storage space allows the WBSLSC to continue to provide these services to a high standard. The concrete pad extension will improve access to the front of the building for emergency services and for those with mobility issues. Due to the proposed shed crossing into Waikuku Reserve and possible visual impact, public consultation allows the community an opportunity to comment on the proposal.

Consultation will include having a large visible sign at the carpark by the WBSLSC detailing the proposal giving details on how to give feedback, asking if they support the proposal and any comments or feedback they may wish to share. There will be a poster and some pamphlets at the Waikuku Beach General Store detailing the same. Having a sign at the beach entrance will ensure that users of the beach will have the opportunity to comment on the proposal.

4.2. Option 2: Approve the instalment of a storage shed at smaller scale.

Council staff do not recommend this option as the use of the area for the proposed shed is already being utilised for storage and activities for the WBSLSC. If this option is preferred, it would result in the WBSLSC possibly having to re do their resource consent application to ECAN and Council. The reduced footprint would not meet their current or future needs and limit the WBSLSC's growth. Any risks that may arise from installing the proposed storage shed will be mitigated through their resource and building consents. The WBSLSC will also have a LTO from Council detailing any special conditions that are required. This option has not been proposed to the WBSLSC.

4.3. Option 3: Decline the instalment of a storage shed and extension of the concrete pad.

Council staff do not recommend this option as the use of the area for the proposed shed and concrete pad extension is already being utilised for storage and activities by the WBSLSC. It will not change the use of the space, rather providing a more secure and functional space for the WBSLSC to operate from. The WBSLSC have invested significant time and finances into initiating this project. Along with this, if the instalment of the shed does not go ahead, their storage capacity will remain limited. The WBSLSC have also had their resource consents approved from ECAN and Council.

**Implications for Community Wellbeing**

4.4. There are implications on community wellbeing presented by the issues and options of this report. This proposal will provide ongoing support for community beach activities. The instalment of the storage shed, and concrete pad will not change the current use of this coastal area. It is expected that the storage shed, and concrete pad will support the activities of the WBSLSC improving access to the front of their building as well as providing a secure storage area.

4.5. 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. As part of the resource consent process both applications submitted to ECAN and Council were provided to Mahaanui Kurataiao Ltd (MKL) for comment. MKL approved the proposal provided the consent conditions are met regarding erosion and sediment control, accidental discovery protocols, and the planting of indigenous species.

5.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in this proposed development. The instalment of the storage shed, and concrete pad will not change the current use of the area or impede access. However, due to the location of the proposed shed being on unformed legal road, Herenga ā Nuku Aotearoa (Outdoor Access Commission) have an interest in the project. Their role is protecting and enhancing public

access to the outdoors. Informal discussions with Herenga ā Nuku Aotearoa indicate that they would likely be open to the proposal as access to the beach would be maintained but Council will request a formal declaration during the consultation period.

### 5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. The instalment of the storage shed, and concrete pad will not change the current use of the area or impede access. However, there may be a visual impact on the area that may create interest from the wider community, hence the recommendation to consult with the community.

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

### 6.1. **Financial Implications**

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

This proposal is being entirely funded by the WBSLSC and once built, the shed and concrete pad will be owned and maintained by the Club. If any cost to Council arises, this will be included in a subsequent report to the Community Board.

This budget is not included in the Annual Plan/Long Term Plan.

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

The recommendations in this report do not have sustainability and/or climate change impacts. The resource consent process includes an Assessment of Environmental Effects which assess the risk to the environment. This will ensure that the proposed development is not negatively impacting the surrounding environment. The area that is proposed for development is already in a built-up modified environment and it is not expected to change the use of the area or impact the environment. Mahaanui Kurataiao advised that planting of indigenous species would be required, along with erosion and sediment control, and accidental discovery protocols. Please note that the resource consents for ECAN and Council have been approved.

### 6.3 **Risk Management**

There are no risks arising from the adoption/implementation of the recommendations in this report. Any risks have been addressed and managed as required as part of the consenting process through both ECAN and Council. Maintenance obligations will remain with the WBSLSC, and these will be established through the LTO agreements yet to be determined. The term of the LTO will also minimise risk as the building is not permitted to occupy the site beyond this term without review/renewal of the LTO. Details of the LTO will be submitted in a subsequent report to the Community Board at the end of the consultation period.

### 6.3 **Health and Safety**

Management of Health and Safety risks associated with the construction of these improvements will be through approved Health and Safety management plans of respective contractors to meet current legislative requirements. There are no other health and safety risks arising from the adoption/implementation of the recommendations in this report. This proposal will allow for easier access to the front of their building for emergency vehicles and disability access and provide a secure storage area, ensuring their equipment is safe and won't interfere with the public walking past.

## 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 2002

Reserves Act 1977

**7.3. Consistency with Community Outcomes**

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

Social:

- Our community groups are sustainable and able to get the support they need to succeed.
- People are able to enjoy meaningful relationships with others in their families, whanau, communities, iwi and workplaces.

**7.4. Authorising Delegations**

The Woodend Sefton Community Board has delegated authority to approve the recommendations in this report.



# PROPOSED DEVELOPMENT

## FOR WBSLSC AT BRIDGE STREET, WAIKUKU BEACH

SH##	NAME
PD-00	COVER SHEET
PD-01	LOCATION PLAN
PD-02	SITE PLAN
PD-03	SEDIMENT CONTROL PLAN



# RW DESIGN

P: 03 312 2502  
A: 178 Williams St, Kaiapoi

W: [www.rwdesign.nz](http://www.rwdesign.nz)  
E: [designsteam@rwdesign.nz](mailto:designsteam@rwdesign.nz)

DESIGNER: RW

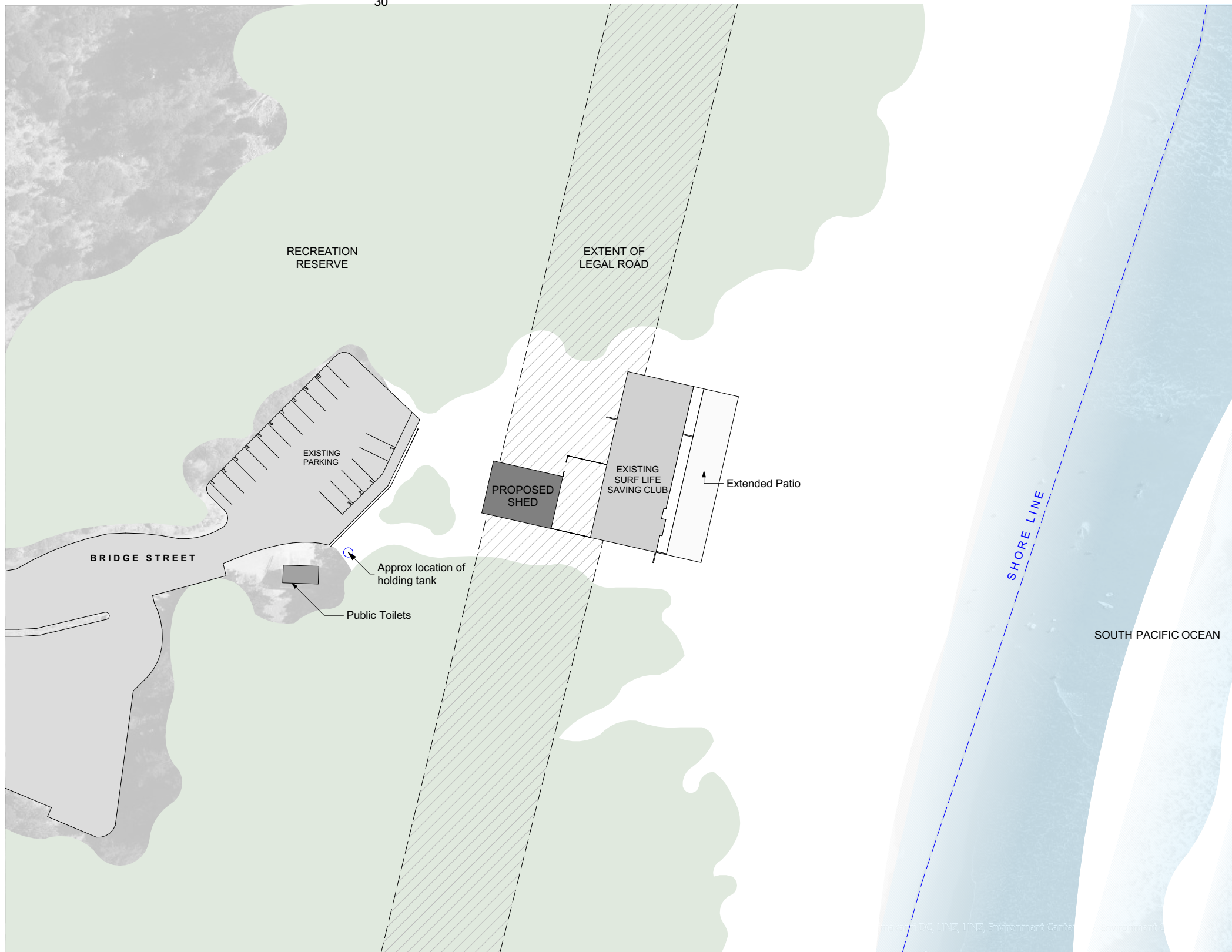
PROJECT#

TECHNICIAN: NS

**23052**

# PD-00

SHEET 1 of 4



**Location Plan**

Scale 1:5000 @A3

**GENERAL NOTES**

Territorial Authority  
Planning Zone

Waimakariri District Council  
Rural

**Location Plan**

Scale 1:750 @A3



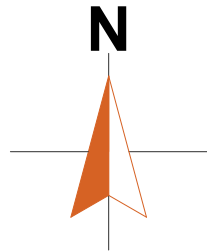
PROJECT NAME: <b>PROPOSED DEVELOPMENT</b>	
FOR WBSLSC	ADDRESS: <b>BRIDGE STREET, WAIKUKU BEACH</b>
PROJECT #23052	LEGAL DESCRIPTION: <b>n/a</b>

DESIGN: RW	# 1	DATE 22.09.23	ISSUE / REVISION DEVELOPED DESIGN - V1
DRAWN: NS			
CHECKED:			

SHEET NAME <b>LOCATION PLAN</b>
SCALE: 1:750, 1:5000 AT A3

<b>PD-01</b> SHEET 2 of 4
------------------------------





**GENERAL NOTES**

Exposure Zone D  
 Wind Zone Very High  
 Earthquake Zone 2  
 Snow Zone N4, 1kPa

Territorial Authority Waimakariri District Council  
 Planning Zone Rural

General: Concept subject to TA rules and regulations.  
 All dimensions to be confirmed on site

Site Services: Stormwater: To discharge into Dunes  
 Sewer Connection: To existing Holding Tank by Public Toilets

Flood Management Area: High (shared coastal, no lot - Tsunami red zone)

**Notes**  
 100mm concrete pad to ground surface under shed  
 once completed to act as floor, not foundation

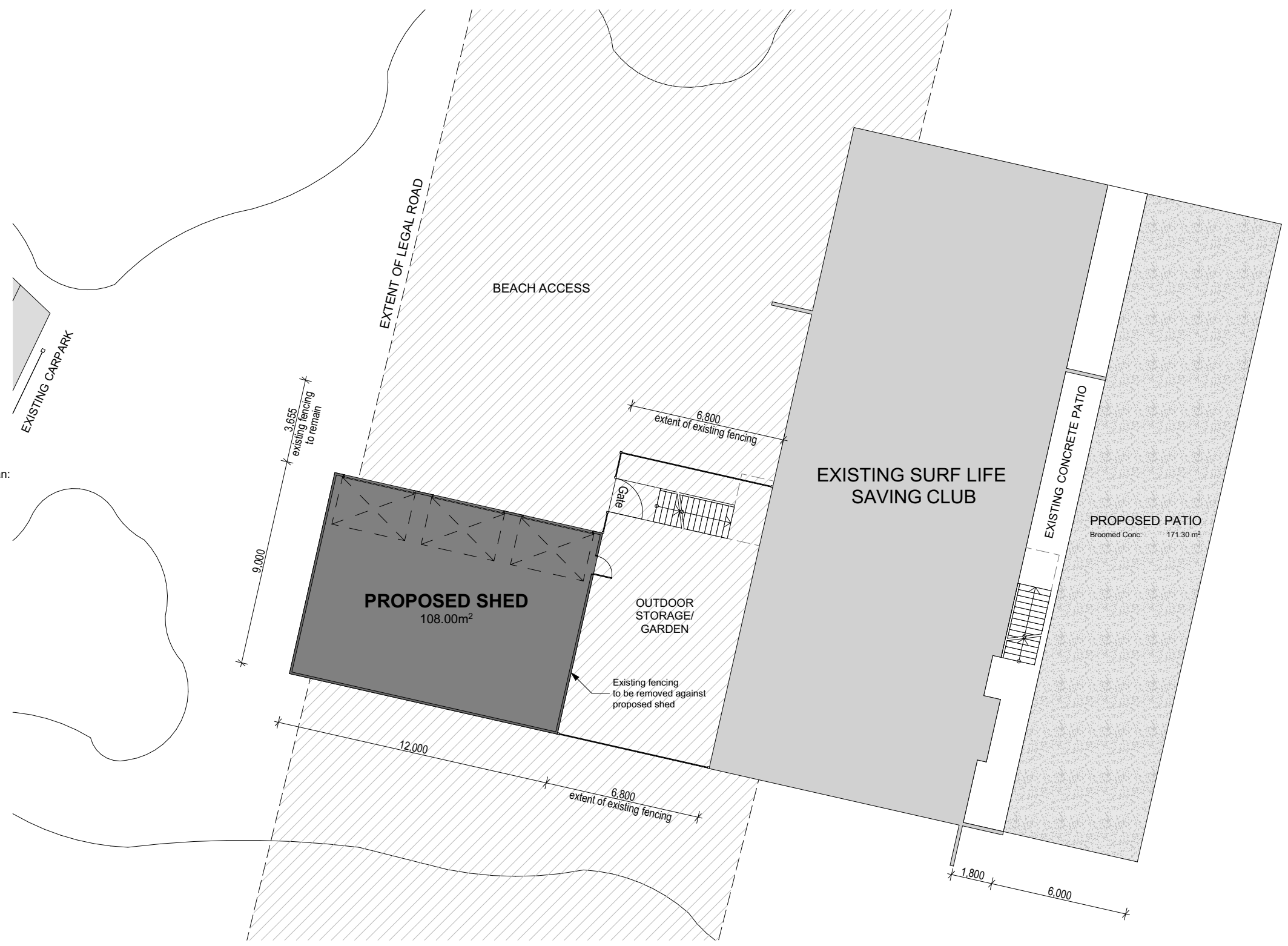
Building and roof will be Sandstone Grey to match  
 the surfclub roof and fence. To be graded using British  
 Standard BS5252:1976 Framework for Colour Co-ordination.  
 Where the materials are not used for a roof cladding,  
 they are of a colour which has a reflectivity value of no more than:  
 i. 60% for greyness groups A or B;  
 ii. 40% for greyness group C.

Where the materials are used for a roof cladding, they are of a  
 colour which has a reflectivity value of no more than 40%  
 for greyness groups A, B or C.

**KEY**

Proposed Structures

Existing Structures



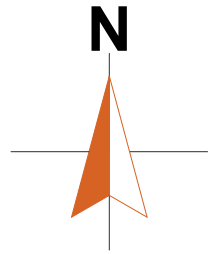
**RW DESIGN**  
 P: 03 312 2502 W: www.rwdesign.nz  
 A: 178 Williams St, Kaiapoi E: designteam@rwdesign.nz

PROJECT NAME: <b>PROPOSED DEVELOPMENT</b>	
FOR WBSLSC	ADDRESS: BRIDGE STREET, WAIKUKU BEACH
PROJECT #23052	LEGAL DESCRIPTION: n/a

DESIGN: RW	# 1	DATE 22.09.23	ISSUE / REVISION DEVELOPED DESIGN - V1
DRAWN: NS			
CHECKED:			

SHEET NAME <b>SITE PLAN</b>
SCALE: 1:200 AT A3

**PD-02**  
 SHEET 3 of 4

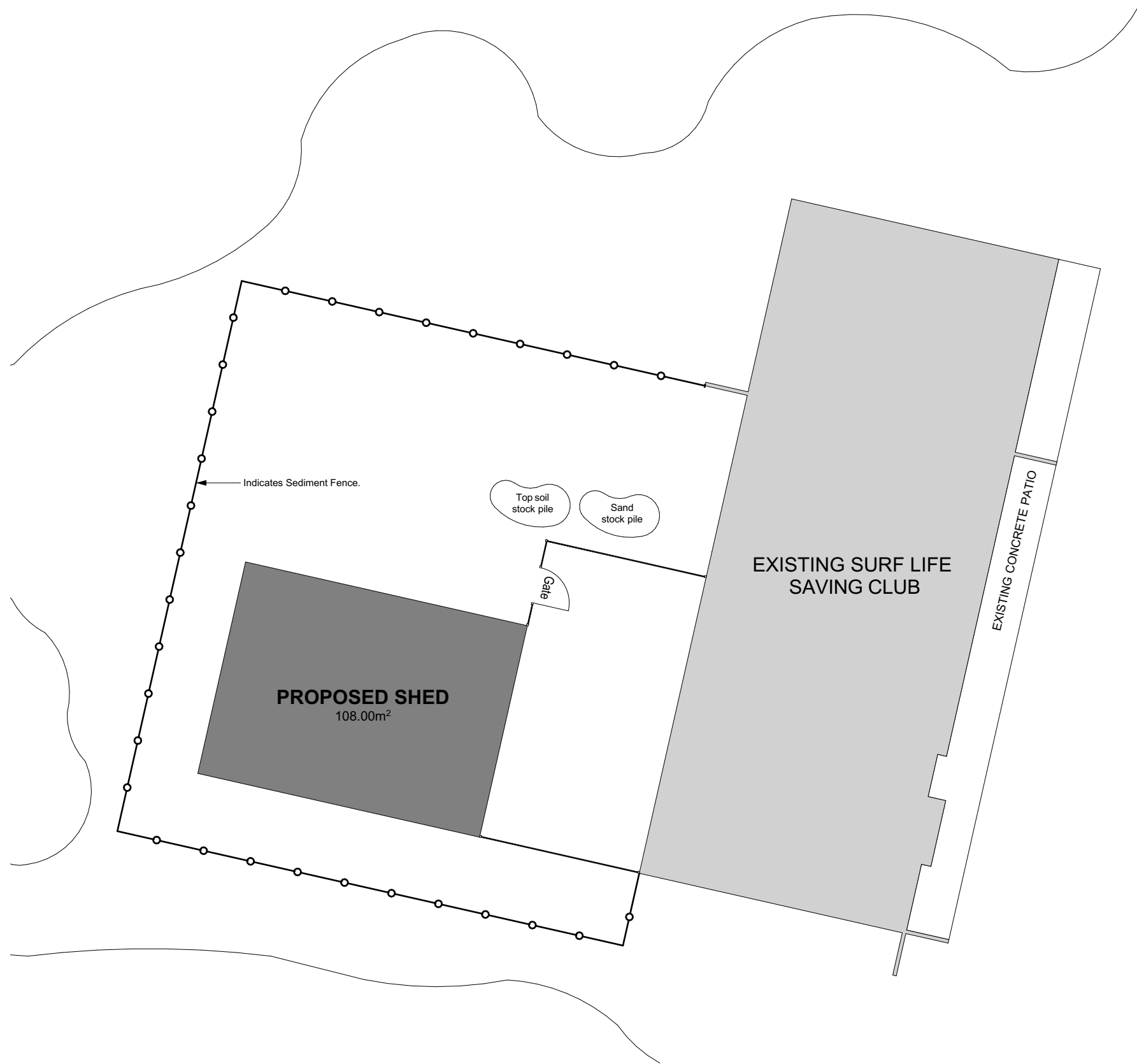


**GENERAL NOTES: SEDIMENT MANAGMENT**

Main Contractor to ensure Sediment control measures are put in place and maintained throughout construction of building works as per the Sediment Control Plan.

**SEDIMENT CONTROL NOTES:**

- 1) Any stockpiles of soil or excavated material are to be kept to the rear of the site & covered with impervious sheets.
- 2) Roof downpipes are to be connected to the installed stormwater drainage as soon as practical once roof cladding has been installed. Until this point ensure water run-off from downpipes is directed away from build area but not on to neighbouring properties.



**RW DESIGN**  
 P: 03 312 2502 W: www.rwdesign.nz  
 A: 178 Williams St, Kaiapoi E: designteam@rwdesign.nz

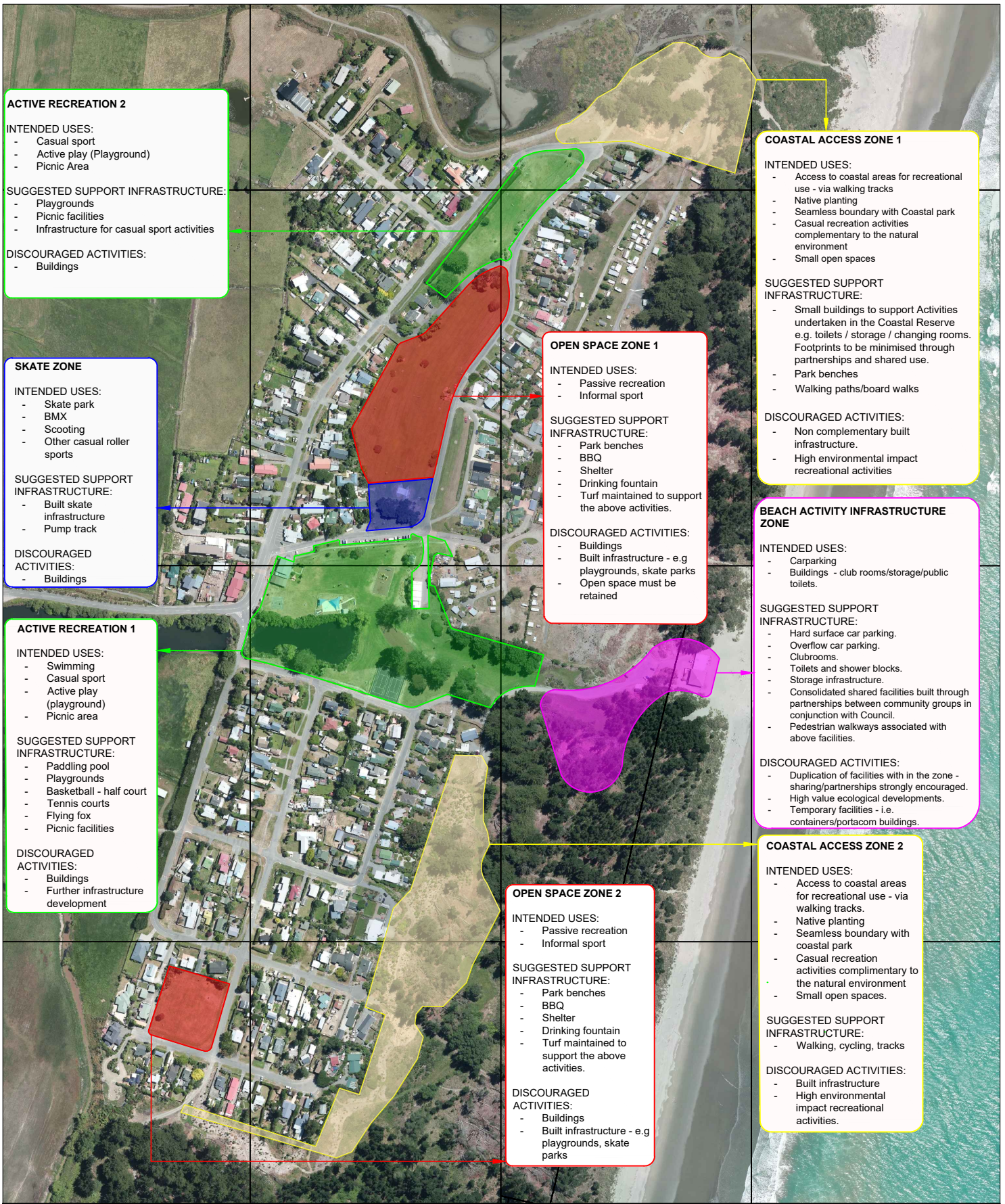
PROJECT NAME: <b>PROPOSED DEVELOPMENT</b>	
FOR <b>WBSLSC</b>	ADDRESS: <b>BRIDGE STREET, WAIKUKU BEACH</b>
PROJECT #23052	LEGAL DESCRIPTION: <b>n/a</b>

DESIGN: RW	#	DATE	ISSUE / REVISION
DRAWN: NS	1	22.09.23	DEVELOPED DESIGN - V1
CHECKED:			

SHEET NAME <b>SEDIMENT CONTROL PLAN</b>
SCALE: 1:200 AT A3

**PD-03**  
 SHEET 4 of 4





**ACTIVE RECREATION 2**

**INTENDED USES:**

- Casual sport
- Active play (Playground)
- Picnic Area

**SUGGESTED SUPPORT INFRASTRUCTURE:**

- Playgrounds
- Picnic facilities
- Infrastructure for casual sport activities

**DISCOURAGED ACTIVITIES:**

- Buildings

**SKATE ZONE**

**INTENDED USES:**

- Skate park
- BMX
- Scooting
- Other casual roller sports

**SUGGESTED SUPPORT INFRASTRUCTURE:**

- Built skate infrastructure
- Pump track

**DISCOURAGED ACTIVITIES:**

- Buildings

**ACTIVE RECREATION 1**

**INTENDED USES:**

- Swimming
- Casual sport
- Active play (playground)
- Picnic area

**SUGGESTED SUPPORT INFRASTRUCTURE:**

- Paddling pool
- Playgrounds
- Basketball - half court
- Tennis courts
- Flying fox
- Picnic facilities

**DISCOURAGED ACTIVITIES:**

- Buildings
- Further infrastructure development

**OPEN SPACE ZONE 1**

**INTENDED USES:**

- Passive recreation
- Informal sport

**SUGGESTED SUPPORT INFRASTRUCTURE:**

- Park benches
- BBQ
- Shelter
- Drinking fountain
- Turf maintained to support the above activities.

**DISCOURAGED ACTIVITIES:**

- Buildings
- Built infrastructure - e.g playgrounds, skate parks
- Open space must be retained

**OPEN SPACE ZONE 2**

**INTENDED USES:**

- Passive recreation
- Informal sport

**SUGGESTED SUPPORT INFRASTRUCTURE:**

- Park benches
- BBQ
- Shelter
- Drinking fountain
- Turf maintained to support the above activities.

**DISCOURAGED ACTIVITIES:**

- Buildings
- Built infrastructure - e.g playgrounds, skate parks

**COASTAL ACCESS ZONE 1**

**INTENDED USES:**

- Access to coastal areas for recreational use - via walking tracks
- Native planting
- Seamless boundary with Coastal park
- Casual recreation activities complementary to the natural environment
- Small open spaces

**SUGGESTED SUPPORT INFRASTRUCTURE:**

- Small buildings to support Activities undertaken in the Coastal Reserve e.g. toilets / storage / changing rooms. Footprints to be minimised through partnerships and shared use.
- Park benches
- Walking paths/board walks

**DISCOURAGED ACTIVITIES:**

- Non complementary built infrastructure.
- High environmental impact recreational activities

**BEACH ACTIVITY INFRASTRUCTURE ZONE**

**INTENDED USES:**

- Carparking
- Buildings - club rooms/storage/public toilets.

**SUGGESTED SUPPORT INFRASTRUCTURE:**

- Hard surface car parking.
- Overflow car parking.
- Clubrooms.
- Toilets and shower blocks.
- Storage infrastructure.
- Consolidated shared facilities built through partnerships between community groups in conjunction with Council.
- Pedestrian walkways associated with above facilities.

**DISCOURAGED ACTIVITIES:**

- Duplication of facilities with in the zone - sharing/partnerships strongly encouraged.
- High value ecological developments.
- Temporary facilities - i.e. containers/portacom buildings.

**COASTAL ACCESS ZONE 2**

**INTENDED USES:**

- Access to coastal areas for recreational use - via walking tracks.
- Native planting
- Seamless boundary with coastal park
- Casual recreation activities complimentary to the natural environment
- Small open spaces.

**SUGGESTED SUPPORT INFRASTRUCTURE:**

- Walking, cycling, tracks

**DISCOURAGED ACTIVITIES:**

- Built infrastructure
- High environmental impact recreational activities.

— Open Space Zone — Active Recreation zone — Skate zone — Coastal zone — Beach Activity Infrastructure zone



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

**FILE NO and TRIM NO:** RES-20/ 240117005591

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

**DATE OF MEETING:** 13 February 2024

**AUTHOR(S):** Chrissy Taylor-Claude, Parks Officer  
Martin McGregor, Senior Adviser Community & Recreation

**SUBJECT:** Waikuku Beach Volleyball Court

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

  
General Manager

  
Chief Executive

**1. SUMMARY**

- 1.1. The purpose of this report is to seek feedback on the instalment of one sand beach volleyball court in the North Oval at Waikuku Beach and get approval for Council staff to consult with surrounding residents. Consultation will include a letterbox drop detailing how residents can give feedback on the proposal.
- 1.2. See below the area of consultation:



- 1.3. This project was brought to Council staff from a local Waikuku resident two years ago. Since then, the Waikuku Beach Reserve Spatial Activity Plan has been created due to the pressure on the public space and to ensure that the community had the opportunity to raise any concerns with further development of park land.

- 1.4. Installing a volleyball court in the North Oval and Central Area is a supported activity under the Spatial Activity Plan, which was approved by the Community Board in February 2023. The Spatial Activity Plan helps inform Council staff and the Community Board when making decisions regarding the allocation of space in Waikuku.
- 1.5. Originally, there were three locations within the Spatial Activity Plan for consideration. These locations were beside the tennis courts in the Central Area, opposite the carpark in the Central Area, and in the North Oval (as can be seen in attachment iii). The North Oval is better suited for the volleyball court as this area is less flood prone than the tennis courts and opposite the carpark in the Central Area.
- 1.6. The project is intended to be funded entirely through donations, fundraising, and volunteer time. Volunteers will need staff approval for any physical works that are intended to be undertaken.
- 1.7. The total court sand area is 18 metres by 25 metres and the net is 10 metres long within this space. To mitigate the visual impact, the court would be dug into the ground by approximately 300 mm and inserting a wooden border. The poles for the volleyball net would be concreted into the ground within this space and sand would be filled into the wooden border. The net would be up permanently for the community to enjoy.

Attachments:

- i. Volleyball court configuration options for the North Oval. (Trim: 231115183551).
- ii. Waikuku Beach Reserve Spatial Activity Plan. (Trim: 230202014132).
- iii. Volleyball court location options in Waikuku Beach. (Trim: 240129011826).

## 2. **RECOMMENDATION**

**THAT** the Woodend Sefton Community Board:

- (a) **Receives** Report No. 240117005591
- (b) **Approves** Council staff to undertake consultation with surrounding residents to get feedback on the proposed sand beach volleyball court.
- (c) **Provides** feedback on the proposed sand beach volleyball court.
- (d) **Notes** that a subsequent report will be brought back to the Community Board, detailing the consultation results, and seeking approval of installation if appropriate. This will include the design, materials, construction method, and ongoing maintenance plan and cost.
- (e) **Notes** that installing a volleyball court in the North Oval and Central Area is a supported activity under the Waikuku Beach Reserve Spatial Activity Plan, which was approved by the Community Board in February 2023.
- (f) **Notes** that the Spatial Activity Plan was publicly consulted on with the community in November 2022.
- (g) **Notes** that the project is proposed to be funded entirely by the community through fundraising and donations.
- (h) **Notes** that the construction of the beach volleyball court will be carried out by the community with the assistance of greenspace staff.
- (i) **Notes** that should the courts be approved and constructed; it would be maintained by Council under the Delta Maintenance Contract and within current operational budgets. This is currently costed at \$67.41 a month but is set raise to approximately \$80 a month in early 2024.



### 3. **BACKGROUND**

- 3.1. The Waikuku Beach Reserve Spatial Activity Plan (in attachment ii) was approved by the Community Board in February 2023. The Spatial Activity Plan aids Council staff and the Community Board when making decisions regarding the allocation of space in Waikuku. It also gives the residents clarity when approaching Council with initiatives that an informed and coordinated approach is taken when decisions are made regarding the use of the reserve space.
- 3.2. The Spatial Activity Plan shows that the North Oval and Central Area is an active recreation zone which is intended for swimming, casual sport, active play (playground), and picnic areas. The suggested infrastructure in these areas includes a paddling pool, basketball half court, tennis courts, flying fox, playgrounds, picnic facilities, and infrastructure for casual sport activities. The Spatial Activity Plan supports this location to be used for a beach volleyball court.
- 3.3. Council staff were first approached two years ago by a Waikuku Beach resident wishing to build a sand beach volleyball court in Waikuku Beach. Council staff worked with the resident to identify potential options and found three locations within Waikuku Beach for staff to deliberate on. These locations were beside the tennis courts in the Central Area, opposite the carpark in the Central Area, and in the North Oval as seen in the images below.







3.4. Staff put the three locations through a list of criteria to determine the best suited area. One of the main considerations was flood risk. The locations by the tennis courts and opposite the carpark are extremely high-risk flood areas and can be wet and muddy regularly in the wetter months. This was a leading factor resulting in the selection of the North Oval as the prime location. Other factors considered are listed in the table below. The North Oval was favourable in these factors with the exception of proximity to homes.

3.5. Table 1: Criteria assessed against the proposed locations.

Criteria	North Oval	Beside Tennis Courts	Beside Carpark
<b>Flood Risk</b>	Lower flood risk. Stop bank nearby.	Extremely high flood risk due to low lying area near pond.	Extremely high flood risk due to low lying area and poor drainage.
<b>Wind</b>	Protected by macrocarpa hedge and stop bank. Leaf litter could land on courts.	Slightly more exposed. Sand may blow onto tennis courts; leaf litter could land on courts.	Surrounded by trees- provides wind break; leaf litter could land on courts.
<b>Proximity to homes</b>	Near homes that are used to a quieter area.	Near homes that are used to high traffic and noise from recreation.	Not near homes.
<b>Carparking</b>	Limited parking space available. Availability season dependent.	Limited parking space available. Availability season dependent.	Limited parking space available. Availability season dependent.
<b>Toilets</b>	Toilets 180m or 300m away.	Toilets 280m away.	Toilets. 120m away.
<b>Conflict of activities</b>	Currently open greenspace with no formalised activity.	Currently open greenspace with no formalised activity.	Currently open greenspace with no formalised activity.
<b>Future project interruptions</b>	No planned future projects.	Plantings planned for the pond. Should not encroach on proposed area.	No planned future projects.
<b>Ecological impact</b>	No known ecological disturbances	Shags roost in the trees around the pond area (volleyballs could hit birds and nests).	No known ecological disturbances.

<b>Landscaping</b>	Minimal landscaping needed. Possible tree stump removal.	Will need to build up the ground level and remove a seat to make room for the court.	Will need to build up ground level and build up court border higher to address flooding risk.
<b>Disability access</b>	Not easily wheelchair accessible. Concrete path at end of north oval	Not easily wheelchair accessible.	Not wheelchair accessible.
<b>Cost</b>	Cheaper option- less landscaping.	Expensive option- extra landscaping required to level ground and remove seat.	Medium option- extra landscaping required to level ground.
<b>Miscellaneous</b>		Volleyballs could land in pond. Court is too big for this area.	Powerlines above area- Only an issue if people intentionally aim for lines.
<b>Spatial Activity Plan</b>	Better suited for spatial activity plan	Less suited for spatial activity plan	Less suited for spatial activity plan

- 3.6. The Waikuku Beach resident is confident they will be able to fund the project through donations, community volunteer hours and fundraising for any costs required. Currently they will be getting sand donated, and they have family members and friends able to construct the courts as they are experienced trades people. The design and construction of the court will be overseen by Greenspace staff.
- 3.7. A beach volleyball court is 16 metres by 8 meters with a total sand area of 18 metres by 25 metres to allow free space for safety. The net is 10 metres long within this space. This is the size of a social volleyball court, allowing more people to use the space. To mitigate the visual impact, the court would be dug into the ground. Constructing of the court would include digging out the ground to approximately 300 mm and inserting a wooden border. The poles for the volleyball net would be concreted into the ground within this space and sand would be filled into the wooden border. The net would be up permanently for the community to enjoy.
- 3.8. There is aspiration within the community to arrange a regular competition. If this occurs there may be periods when this is not available for the public.

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

- 4.1. It was determined that the North Oval provided the best location for the beach volleyball courts. Council staff have put together a document of the possible configurations for where the court could sit (see in attachment i). There are 4 options for the Community Board to consider.
- 4.2. Option 1: Decline the recommendations in this report.
- Council staff do not recommend this option. The Spatial Activity Plan supports having a beach volleyball court in this location. A volleyball court will provide a fun and social activity for all ages to enjoy in the community. This project was brought to Council by a local resident who is passionate about this project and would like to run games and tournaments for the community in the future. Currently, the recommended area is not regularly utilised for casual sport and active play. Furthermore, this project is proposed to be funded by the community so there is no initial cost to Council.
- 4.3. Option 2: Approve Council to carry out community consultation on construction of a sand beach volleyball court in location 1 (in attachment i).

Council staff recommends this option as location 1 is the most risk averse and aligns best with the space available in Waikuku. This option will enable to community to provide feedback on what they'd like to see in the North Oval. The North Oval is close to homes

that may be used to a quieter area in Waikuku. Due to this, Council staff recommend consulting with the surrounding residents. Once feedback has been compiled, a subsequent report will be submitted to the Community Board.

This project will be funded by the resident through donations, fundraising and volunteer time by friends and family. Once the court is built, it is proposed to become a Council asset and maintained through the Delta Maintenance Contract. This currently is costed at \$67.41 a month. This cost is set to raise early 2024, and CPI adjusted, this cost will raise to approximately \$80 a month.

- 4.4. Option 3: Approve Council to carry out community consultation on the construction of 1 volleyball court in one of the other provided locations (in attachment i).

Council staff do not recommend this option as location 1 is the most risk averse. The ground level is slightly higher than the rest of the North Oval to mitigate flood risk and it is less visually impactful for residents across from the North Oval. This location also allows the rest of the oval to be utilised for other activities in the future. Location 1 is also the preferred location of the resident if there is to be only 1 court.

- 4.5. Option 4: Approve Council to carry out community consultation on the construction of 2 beach volleyball courts in one of the provided locations (in attachment i).

Staff do not recommend this option as 2 courts will take up a considerable amount of space and could have a large visual impact on the area. It could also be less appetising to residents who are used to a quieter area than the rest of Waikuku. Installing 1 court initially will allow us to assess if there is enough usage to install another court in the future or leave the space open for other activities.

However, this is the preferred option of the resident who proposed the volleyball courts. The resident would prefer 2 courts as this would allow more capacity to run community games and tournaments. Due to the required fundraising and construction requirements, it would be more convenient to do the 2 courts at the same time rather than 1 now and 1 at a later date. Yet the resident is aware that this may not be ideal and will accept 1 court if that is the preferred option.

### **Implications for Community Wellbeing**

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

A volleyball court will provide a fun and social activity for all ages to enjoy in the community. The aim of adding a volleyball court is to add to community wellbeing by growing the social, cultural, and environmental values in Waikuku. Consulting with the community will ensure the wellbeing of the community is enhanced.

- 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 not likely to be affected by, or have an interest in the subject matter of this report. Te Ngāi Tūāhuriri hapū were contacted when forming the Spatial Activity Plan and they chose not to have any input. The volleyball court is a supported activity in the Spatial Activity Plan and will be an activity available to everyone.

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

There are not groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. Currently, the North Oval is an open greenspace area with no formalised activity.

### 5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. The proposed volleyball court will be accessible for the community to use and enjoy. The wider community will likely have an interest in the proposed beach volleyball courts because the courts will be in a visible local park. The river mouth and ocean are nearby and there is a small playground in the North Oval that attracts locals and wider communities. During warmer months this area will be in high use.

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

### 6.1. **Financial Implications**

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

The resident who proposed the beach volleyball courts expects to be able to fund the entire project through fundraising, donations and volunteer hours from friends, family, and locals. The sourcing and cost for the nets is still to be determined but this cost will be covered by fundraising and sand is being donated. This project will be constructed and supported by friends and family who are experienced trades people and business owners resulting in limited construction costs. Design and construction will be signed off by Greenspace to ensure the court is of high quality and follows all health and safety guidelines.

While the construction cost of the court is covered by the community resident, the maintenance of the court is proposed to be covered by Council under the Delta maintenance contract. Maintenance for the volleyball court would likely be under "monthly inspect and maintain play equipment" which is currently costed at \$67.41 a month. This cost is set to raise early 2024, and CPI adjusted, this cost will raise to approximately \$80 a month. Once the court is established, it may need sand topped up over time. This would be an additional cost, but it is expected to be less than \$1,000 over the duration of 3 years. The monthly inspect and maintenance of the volleyball court can be scheduled under the Parks and Reserves Contract general operations code 10.538.100.2465. Any capital works that may be required during the first 3 years will be placed under the Play Safety Surface/Equipment budget code. Maintenance of the volleyball court is expected to begin in 1-2 years' time once fundraising and construction is complete. Ongoing operational costs will need to be considered for future budgets.

This budget will be covered under existing operational budgets included in the Annual Plan/Long Term Plan.

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

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

### 6.3 **Risk Management**

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

The proposed location for the volleyball court is in an area that may flood. Council staff have engaged with Christchurch City Council staff about their beach volleyball courts in Spencer Park with a similar environment to Waikuku Beach and also has a similar design. They have issues with flooding during the wetter months but have found that the sand drains well and there is no damage or concern for the court's functionality or safety of the courts. The recommended location is the most flood aversive area. There is a risk that the court will result in an adverse reaction from neighbours due to the proximity to their homes. This is why the recommendation is to consult with the community.

### 6.3 **Health and Safety**

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

Once installed, there is a possibility that leaf litter will fall on the court, but this would be covered by Council's maintenance contract to ensure there is no risk to the community. After a weather or flooding event, the court would be assessed for risks to ensure it is safe and functional. The volleyball court will be constructed by the community, but the design and construction will be signed off by Greenspace to ensure public safety. Should the project be supported by the community and the Community Board, a subsequent report will be submitted detailing the design, materials, construction method, and ongoing maintenance plan and cost.

## **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

Reserves Act

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

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

Environmental:

- Our communities are able to access and enjoy natural areas and public spaces.

Social:

- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.
- People are able to enjoy meaningful relationships with others in their families, whanau, communities, iwi and workplaces.

### **7.4. Authorising Delegations**

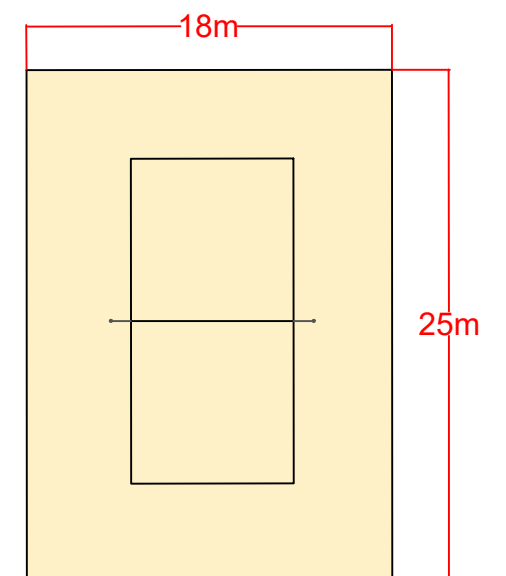
The Woodend Sefton Community Board has delegated authority to approve the recommendations of this report.



### Location options with ONE COURT



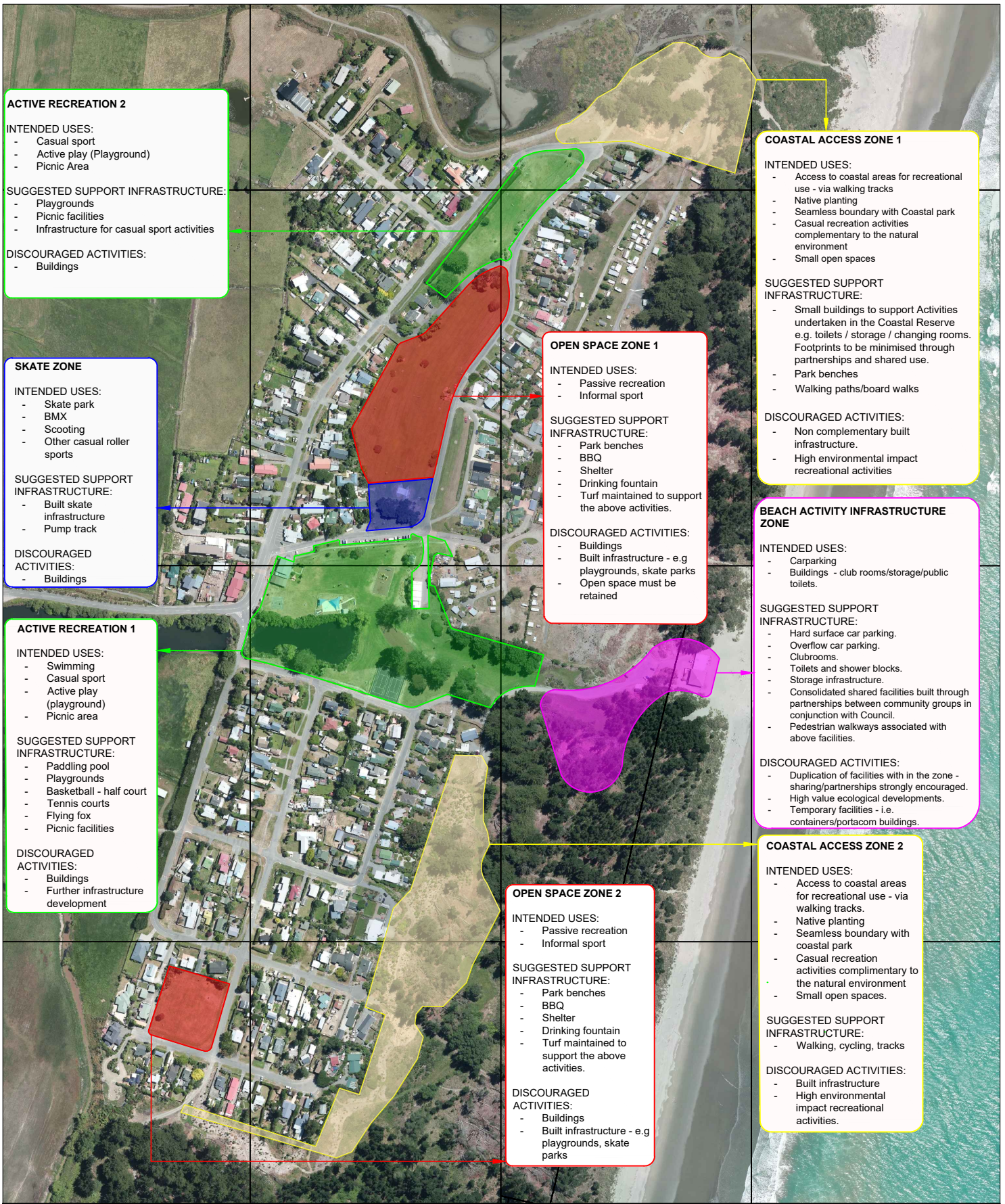
### Location options with TWO COURTS



\* **Volleyball court dimensions**

## LOCATION OPTIONS FOR VOLLEYBALL COURT/S AT WAIKUKU





**ACTIVE RECREATION 2**

**INTENDED USES:**

- Casual sport
- Active play (Playground)
- Picnic Area

**SUGGESTED SUPPORT INFRASTRUCTURE:**

- Playgrounds
- Picnic facilities
- Infrastructure for casual sport activities

**DISCOURAGED ACTIVITIES:**

- Buildings

**SKATE ZONE**

**INTENDED USES:**

- Skate park
- BMX
- Scooting
- Other casual roller sports

**SUGGESTED SUPPORT INFRASTRUCTURE:**

- Built skate infrastructure
- Pump track

**DISCOURAGED ACTIVITIES:**

- Buildings

**ACTIVE RECREATION 1**

**INTENDED USES:**

- Swimming
- Casual sport
- Active play (playground)
- Picnic area

**SUGGESTED SUPPORT INFRASTRUCTURE:**

- Paddling pool
- Playgrounds
- Basketball - half court
- Tennis courts
- Flying fox
- Picnic facilities

**DISCOURAGED ACTIVITIES:**

- Buildings
- Further infrastructure development

**OPEN SPACE ZONE 1**

**INTENDED USES:**

- Passive recreation
- Informal sport

**SUGGESTED SUPPORT INFRASTRUCTURE:**

- Park benches
- BBQ
- Shelter
- Drinking fountain
- Turf maintained to support the above activities.

**DISCOURAGED ACTIVITIES:**

- Buildings
- Built infrastructure - e.g playgrounds, skate parks
- Open space must be retained

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- Park benches
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- Shelter
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- Turf maintained to support the above activities.

**DISCOURAGED ACTIVITIES:**

- Buildings
- Built infrastructure - e.g playgrounds, skate parks

**COASTAL ACCESS ZONE 1**

**INTENDED USES:**

- Access to coastal areas for recreational use - via walking tracks
- Native planting
- Seamless boundary with Coastal park
- Casual recreation activities complementary to the natural environment
- Small open spaces

**SUGGESTED SUPPORT INFRASTRUCTURE:**

- Small buildings to support Activities undertaken in the Coastal Reserve e.g. toilets / storage / changing rooms. Footprints to be minimised through partnerships and shared use.
- Park benches
- Walking paths/board walks

**DISCOURAGED ACTIVITIES:**

- Non complementary built infrastructure.
- High environmental impact recreational activities

**BEACH ACTIVITY INFRASTRUCTURE ZONE**

**INTENDED USES:**

- Carparking
- Buildings - club rooms/storage/public toilets.

**SUGGESTED SUPPORT INFRASTRUCTURE:**

- Hard surface car parking.
- Overflow car parking.
- Clubrooms.
- Toilets and shower blocks.
- Storage infrastructure.
- Consolidated shared facilities built through partnerships between community groups in conjunction with Council.
- Pedestrian walkways associated with above facilities.

**DISCOURAGED ACTIVITIES:**

- Duplication of facilities with in the zone - sharing/partnerships strongly encouraged.
- High value ecological developments.
- Temporary facilities - i.e. containers/portacom buildings.

**COASTAL ACCESS ZONE 2**

**INTENDED USES:**

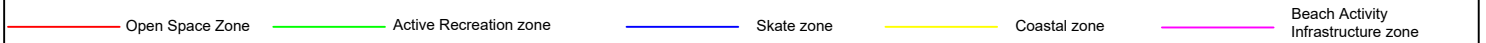
- Access to coastal areas for recreational use - via walking tracks.
- Native planting
- Seamless boundary with coastal park
- Casual recreation activities complimentary to the natural environment
- Small open spaces.

**SUGGESTED SUPPORT INFRASTRUCTURE:**

- Walking, cycling, tracks

**DISCOURAGED ACTIVITIES:**

- Built infrastructure
- High environmental impact recreational activities.





Option 1- North Oval



Option 2- Central Area Beside Tennis Courts





Option 3- Central Area Beside Carpark



**WAIMAKARIRI DISTRICT COUNCIL**

**REPORT FOR DECISION**

**FILE NO and TRIM NO:** GOV-26-09-06 / 240112003698

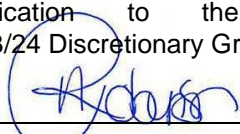
**REPORT TO:** WOODEND-SEFTON COMMUNITY BOARD

**DATE OF MEETING:** 13 February 2024

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

**SUBJECT:** Application to the Woodend-Sefton Community Board's 2023/24 Discretionary Grant Fund

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

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

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

**1 SUMMARY**

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

Name of Organisation	Purpose	Amount requested
Pegasus Dragons	Towards attending the Wellington Dragon Boat Festival	\$750

Attachments:

- i. Application from the Pegasus Dragons (Trim Ref: 240112003576).
- ii. Spreadsheet showing previous two years' grants.
- iii. Board funding criteria 2023/24 (Trim Ref: 210603089821).

**2 RECOMMENDATION**

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

- (a) **Receives** report No. 240112003698.
- (b) **Approves** a grant of \$..... to the Pegasus Dragons towards attending the Dragon Boat Festival in Wellington.

**OR**

- (c) **Declines** the application from the Pegasus Dragons.

**3 BACKGROUND**

- 3.1 The **Pegasus Dragons** are seeking funding to send a team to the Dragon Boat Festival in Wellington.
- 3.2 The current balance of the 2023/24 Discretionary Grant fund is \$2,160.

## 4 **ISSUES AND OPTIONS**

### ***Pegasus Dragons (the Team)***

- 4.1 The Pegasus Dragons are an all-women dragon boating team, aged from their 20s to their 60s, based in North Canterbury. The Team was formed in 2020 and has two squads that train hard, have fun, and compete. The Team trains on the Kaiapoi River twice weekly during the dragon boating season.
- 4.2 The Team is requesting funding to send 24 paddlers to represent the Pegasus Dragons at the Wellington Dragon Boat Festival, to be held from 29 February to 2 March 2024. This will be the first time the Team will be represented at the Wellington Festival, and it is a great chance to promote the North Canterbury District.
- 4.3 This is an opportunity for the Team to demonstrate their skill and continue their personal development by enhancing their physical and mental experience, confidence, and wellbeing. The excursion will also develop team camaraderie and give them time to focus on the team and themselves rather than their families. The benefit to the Club will be the development of the Team's skills, mental enhancement, and competition practice. The benefit for the community would be to assist in developing strong, independent, resilient women who are role models to their families and friends.
- 4.4 The Team will travel to Wellington under the Pegasus Dragons Inc. umbrella. However, they are a self-selected group who will be self-funding flights and accommodation. The grant funding will be used for the entry fee. If this application is unsuccessful, the Teams will still attend the festival. However, it would place financial hardship on some team members, who may then be forced to retire from the project. The ladies are involved in fundraising to assist with costs.
- 4.5 The Board may approve or decline grants as per the grant guidelines.
- 4.6 **Implications for Community Wellbeing:**  
Dragon boating has a rich cultural history and improves community wellbeing by allowing women of all ages to socialise and exercise together.
- 4.7 The Management Team has reviewed this report.

## 4 **COMMUNITY VIEWS**

- 5.1 **Mana Whenua**  
Te Ngāi Tūāhuriri hapū is not likely to be affected by or have an interest in the subject matter of this report.
- 5.2 **Groups and Organisations**  
No other groups and organisations are likely to be affected by or to have an interest in the subject matter of this report.
- 5.3 **Wider Community**  
The wider community are not likely to be affected by or interested in the report's subject. However, Dragon Boating is growing in popularity and offers physical and mental wellbeing to the community and opportunities for people to interact.

## 5 **OTHER IMPLICATIONS AND RISK MANAGEMENT**

### 6.1 **Financial Implications**

6.1.1 The 2023/24 Annual Plan includes a budget provision of \$7,610 for the Woodend-Sefton Community Board to approve grants to community groups for the financial year.

6.1.2 The current balance of the Woodend-Sefton Community Board's Discretionary Grant Fund for 2023/24 is \$2,160, and if the application is approved, the balance would be \$1,410.

6.1.3 The application criteria specify that grants are customarily limited to \$750 per application with a maximum of \$1,000 in any one financial year (July to June). However, a group may apply twice in a financial year, provided the applications are for different projects. Where applicable, GST values are calculated and added to appropriately registered groups if decided benefits exceed Board-resolved values.

This is the first application from the Club for this financial year.

### 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 Wellington Dragon Boat Festival organisers.

## 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.





**PEGASUS DRAGONS – Canterbury Dragon Boat Team**  
Pegasus Dragons Incorporated (registered incorporated society #500557162)

[pegasusdragons@outlook.com](mailto:pegasusdragons@outlook.com)

**Pegasus Dragons Grant Application - Woodend-Sefton Community Board**  
**Project cover letter**

Pegasus Dragons are a group of women ranging in age from their 20's to their 60's from North Canterbury. As most are working and supporting families, the cost of living has affected a number of paddlers.

We are sending a self-selected group of 24-25 paddlers to the Wellington Dragon Boat Festival. This will be the first time we attend this festival, and will be a great chance to represent our club and the North Canterbury district.

As this is a self-selected group under the umbrella of Pegasus Dragons, and registering as Pegasus Dragons, we will not be using any funds from Pegasus Dragons Incorporated. Therefore the attached financial information is not relevant to this application and project. The funds available in that set of accounts is set aside to send selected paddlers to attend the NZ Dragon boat national championships.

The following is the cost for us - \$2000+GST (\$2300) as we are an out of town team.

### BRONZE

**\$5,000 +GST**

- Season entry into the Wellington Dragon Boat Festival
- Training package of 6 sessions
- Bronze Team entry into Open & Corporate Racing
- No Harbour Fun Day entry
- Marquee hire (low priority placement) at Festival
- Low priority for booking training sessions (likely to be given 7pm slots)

### SILVER

**\$6,250 +GST**

- Season entry into the Wellington Dragon Boat Festival
- Training package of 8 sessions
- Silver Team entry into Open & Corporate Racing
- Silver Team entry into Harbour Fun Day
- Marquee hire (medium priority placement) at Festival
- Medium priority for booking training sessions

### GOLD

**\$7,250 +GST**

- Season entry into the Wellington Dragon Boat Festival
- Training package of 10-12 sessions
- Gold Team entry into Open & Corporate Racing
- Gold Team entry into Harbour Fun Day
- Marquee hire (high priority placement) at Festival
- High priority for booking training sessions
- Priority coach and sweep choice

#### ADDITIONAL PRICING

Entry into the Harbour Fun Day = **\$1,000+GST**  
Additional training sessions = **\$350+GST per session**

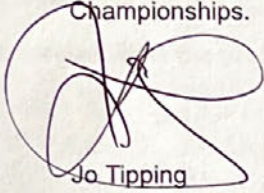
#### OUT OF TOWN TEAMS

**\$2,000+GST** per team for entry into the Wellington Dragon Boat Festival. No training sessions provided.

#### SINGLE PADDLERS

It costs **\$350+GST** for a single paddler to register and be placed into a team. See more info [here](#).

We appreciate your consideration to assist our team to attend the Wellington Dragon Boat Festival and strive to represent North Canterbury women, while optimising our paddling skills to be able to put our best foot forward at the upcoming New Zealand National and South Island Championships.

A handwritten signature in black ink, appearing to read 'Jo Tipping', written over a circular stamp or mark.

Jo Tipping  
Deputy Chair  
Pegasus Dragons



Groups applying for Board Discretionary Grants 2023/2024

Name of group: Pegasus Dragons

Address: [Redacted]

Contact person within organisation: [Redacted]

Position within organisation: Deputy Chair

Contact phone number: [Redacted] - Email: [Redacted]

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

We are sending a team of 24 paddlers to represent Pegasus Dragons at the Wellington Dragon Boat Festival. The grant will go towards the entry fee as paddlers are self-funding their flights and accommodation. This is an excellent chance for North Canterbury women to demonstrate their skills and continue to enhance their physical + mental wellbeing.

What is the timeframe of the project/event date? February 29 - March 2 2024

Overall cost of project: \$2300 Amount requested: \$750

How many people will directly benefit from this project? 24-25

Who are the range of people benefiting from this project? (You can tick more than one box)

- People with disabilities (mental or physical)
- Cultural/ethnic minorities
- District
- Preschool
- School/youth
- Older adults
- Whole community/ward

Provide estimated percentage of participants/people benefiting by community area:

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

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?

N/A

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

Personal development, mental and physical well-being. Team camaraderie and time to focus on themselves rather than their families.



What is the benefit(s) to your organisation?

52

skill development and enhanced competition practice to help drive our goal of bettering our times at The New Zealand Nationals.

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

community members well-being. Representing North Canterbury on The national stage.

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered)?  Yes  No

If yes, name of parent group: Pegasus Dragons Incorporated.

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

The team heading to Wellington are travelling under The Pegasus Dragons umbrella but are self-selected and self-funding.

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied to, or intend to apply to for funding this project and the amount applied for, including applications to other Community Boards.

self-funding. 1 x sausage sizzle.

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:

[Empty box for details]

Enclosed  Relevant financial information such as a balance sheet or income and 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:** A signature is not required if you submit this form electronically. By entering your name in the signature box you are giving your authority to this application.

Signed: [Signature]

Date: 12/1/24





**Pegasus Dragons Incorporated**  
**Balance Sheet**  
for the year ended March 2023



**Assets**

**Current Assets**

Westpac Bank Account \$10,043.90

**Fixed Assets**

44x Hornet Custom designed 202a Carbon Fibre Paddles + 2x Storage Bags \$10,440.00

50 x Edge 150N Manual Inflatable Lifejackets \$5,500.00

**Total Assets**

\$25,983.90

**Liabilities**

\$0.00

**Net Assets**

\$25,983.90

2021/22

	Meeting considered	Group	Project	Amount Requested	Amount Granted	Running Balance
			(2021/22) \$4,180 + Carry forward \$2300 = \$6,480			<b>\$6,480</b>
	12-Jul	Nil				
	9-Aug	Returned as event cancelled Waimakariri Older Person's Expo Committee	Older Person's Expo	\$500	\$ 500.00	\$ 5,980.00
	13-Sep	<b>Meeting Cancelled</b>				
	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
<b>Woodend-Sefton Community Board 10.138.100.2410</b>	8-Nov	Nil				
	13-Dec	Nil				
	15-Feb	Nil				
	11-Apr	Pegasus Residents Group	Battery for AED	\$635	\$635	4,845.00
	11-Apr	Woodend Netball Club	Kiwi netball hoop and nets	\$500	\$500	4,345.00
	11-Apr	Ronel's Community Cuppa	Community Event costs	\$500	\$500	3,845.00
	9-May	Nil				
	6-Jun	St Barnabas Church	Soil and seed	\$ 500.00	\$690	3,135
	6-Jun	Good Night Sleep Tight	Towards winter night kits	\$ 500.00	\$810	\$2,325

2022/23

	Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
Woodend-Sefton Community Board 10.138.100.2410			(2022/23) \$ 4,300 + Carry forward \$2,325 = \$6,625				\$6,625
	1-Jul	North Canterbury Federation of Women's Institute	Hire of hall and craft supplies	3.11.22	\$200.00	\$200.00	\$6,425
	11-Jul	Woodend School	Glentui Camp		\$500	Declined	\$ 6,425.00
	8-Aug	Woodend Fire Brigade	Towards safety signage for support vehicle	18.01.2023	As much as possible	715	5,710
	12-Dec	Sefton School	Towards replacing the pool heating system	21.03.23		\$500	\$5,210
	March	<b>Relay for Life event</b>	Costs of hosting	31/07/2023	\$250	\$500	\$ 4,710.00
	8-May	Woodend Netball Club	Uniforms	16/08/2023	\$500	\$500	\$4,210
	8-May	North Canterbury Adventure Club	Sporting Equipment		\$855	Declined	\$4,210
	8-May	Menzshed Pegasus Woodend Community Trust	tools and equipment	26.07.23	\$500	\$500	\$3,710
	8-May	Pegasus Residents Group Incorporated	towards hosting a Matariki Community Event		\$500	\$500	3,210.00
	12-Jun	Sefton Netball Club	Towards new uniforms		\$500	\$500	2,710.00

2023/24

	Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
			(2023/24) \$ 4,400 + Carry forward \$2,710 = Returned funds \$500 =				<b>\$7,610</b>
	10-Jul	North Canterbury Federation of Womens Institute	Hall hire, advertising and tutor costs	9.01.2024	\$200.00	\$200.00	<b>\$7,410</b>
	10-Jul	Waikuku Beach Surf Life Saving Club	New Garage Door		\$4,500.00	\$750.00	\$6,660.00
	10-Jul	Waikuku Beach Indoor Market	shelving and display cases		500	\$ 500.00	\$ 6,160.00
	14-Aug	Coastguard North Canterbury	towards upgrading the swift water rescue vessel		\$500	\$ 500.00	\$ 5,660.00
	14-Aug	Pegasus Bay Art Show	Towards printing costs	11-Oct-23	\$500	\$ 500.00	\$ 5,160.00
	14-Aug	Waimakariri Access Group	Towards running an Inclusive Sports Event		\$500	\$ 500.00	\$4,660
	11-Sep	Woodend Volunteer Fire Brigade	Christmas Lights		\$500	\$ 500.00	\$4,160
	11-Sep	Woodend Playcentre	Fencing		\$5,000	\$ 500.00	\$3,660
<b>Woodend-Sefton Community Board 10.138.100.2410</b>	4-Dec	Sefton Cricket Club Junior Section	towards equipment for junior cricket teams		\$750	\$ 750.00	2,910.00
	4-Dec	Sefton School	Towards replacment of pool cover		\$750	\$ 750.00	2,160.00
	13-Feb	Pegasus Dragons	towards attending the National Dragon Boating Compition		\$750		

## 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 community-based project groups, non-profit community 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. Staff cannot process your application without financial information.

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 can fund:	Examples (but not limited to) of what the Board cannot fund:
✓ New equipment/materials	✗ Wages
✓ Toys/educational aids	✗ Debt servicing
✓ Sporting equipment	✗ Payment for volunteers (including arrangements in kind eg petrol vouchers)
✓ Safety equipment	✗ Stock or capital market investment
✓ Costs associated with events	✗ Gambling or prize money
✓ Community training	✗ Funding of individuals (only non-profit organisations)
	✗ 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

## Criteria for application

- 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).
- Applications will only be accepted from community-based project groups, not for profit organisations, registered charities or incorporated societies.
- Applications from Funding Committees and/or similar community-based groups associated with schools will be considered provided there is proof that the activity is not funded by the Ministry of Education. However, schools themselves are not considered non-profit community-based organisations.
- Grant funding will not be allocated for events/projects that have already occurred i.e retrospectively.
- The grant funding is limited to projects primarily within the Board area or benefiting the residents of the ward.
- Grants are generally limited up to \$750 with a maximum of \$1,000 in any financial year (July to June), but a group can apply twice a year, providing it is for different projects. The Board will consider granting more than \$750 in exceptional circumstances provided that detailed reasons for exceeding the present limit are provided.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit relevant financial information to prove they can deliver the project. Applications will only be processed once the financial information is received. The Community Board reserves the right to request additional financial information on any application if deemed necessary.
- 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.
- 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, including information on applications to other Community Boards.
- 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 so they can be processed in time.
- An Accountability Form must be provided to the Council within 20 working days after the event, completion of the project or when the funds were spent outlining how the funds were applied. Relevant proof of purchase such as receipts, banks statements or invoices must be included with the Accountability Form and photos of the event or purchase is encouraged.
- Where possible Boards request permission to utilise these photos on its Facebook page, the Council website or other social media, to encourage other community groups' participation.
- In the event that funds are not spent on the project or activity applied for within 12 months of the date of the event/project, the recipient will 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.
- No new application will be accepted until the Board receives the Accountability Form and relevant documentation for previous funding granted.

## What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) by posting to Private Bag 1005, Rangiora 7440, New Zealand, or hand delivering to your local Service Centre, or emailing to: [IM@wmk.govt.nz](mailto:IM@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/ 240112003400

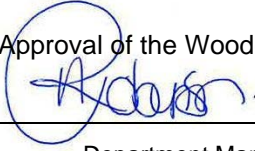
**REPORT TO:** WOODEND-SEFTON COMMUNITY BOARD


**DATE OF MEETING:** 13 February 2024

**FROM:** Kay Rabe, Governance Advisor

**SUBJECT:** Approval of the Woodend-Sefton Community Board Plan 2023.

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

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

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

**1 SUMMARY**

This report seeks the Woodend-Sefton Community Board's (the Board) approval of the Woodend-Sefton Community Plan 2023 update. A new Community Board Plan must be compiled for each new term and updated annually so as to ensure it is a current reflection of the Board's work within the community.

Attachments:

- i. Woodend-Sefton Community Board Plan 2022-25 (Trim Ref: 230301028039).

**2 RECOMMENDATION**

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

- (a) **Receives** report No. 240112003400.
- (b) **Approves** the Woodend-Sefton Community Board Plan 2022-25 (Trim: 230301028039).
- (c) **Authorises** the Chairperson to approve the final version of the Woodend-Sefton Community Board Plan 2023 update, if any further minor editorial corrections are required.

**3 BACKGROUND**

3.1 This Community Plan (the Plan) for the Woodend-Sefton Ward was developed through reviewing the previous Board Plan during a workshop held in October 2022 and through emailed suggestions and amendments.

3.2 The Plan will be reviewed on an annual basis to ensure the content stays current and so that the Board can assess how it is progressing with its objectives and could include any feedback from the community. The Chairperson will report back to the Council annually on the Board's progress.

## 4 **ISSUES AND OPTIONS**

- 4.1 The Draft Plan was developed with input from Board members who communicate with local residents, community leaders and community organisations on a regular basis and are therefore in the best position to advocate for the interest of their communities.
- 4.2 The Plan sets out the objectives and goals and includes any current projects the Board has for the Woodend-Sefton Ward during its term. The importance of the Plan should not be underestimated, as the Plan is a vehicle by which the Board can inform the community about the elected members' purpose and key projects. It also ensures that the community's needs are presented to the Council in a consistent and planned manner and messaging conveyed through Annual and Long Term Plans.
- 4.3 Furthermore, the Plan includes the achievements of the Board as well as providing general information about the Board's discretionary grant, landscape budget and Council facilities. It will therefore assist the community to understand that their concerns are being heard and that they have a voice in local government decisions making.
- 4.4 The Plan will also serve as a promotional document for the Board and will be freely available from locations such as public libraries and service centres, as well as the Council website.
- 4.5 The Draft Plan has been updated to include the Boards achievements during 2023 and progress on projects. The information contained in the Draft Plan regarding the Board's Discretionary Grant, the Youth Development Fund, the Board's Landscaping Budget and Board meeting dates have also been updated in line with the 2023/24 financial year's information.
- 4.6 If any further minor editorial corrections are needed, staff request that the Board resolves that the Chairperson may approve the final amended document on its behalf.

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

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

- 4.8 The Management Team has reviewed this report.

## 5. **COMMUNITY VIEWS**

### 5.1 **Mana Whenua**

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

### 5.2 **Groups and Organisations**

There are no other groups and organisations, likely to be affected by, or have an interest in the subject matter of this report. However, the Plan was developed with input from Board members who communicate with local residents, community leaders and community organisations on a regular basis whom have an interest and benefit from the outcomes of the Board's plan.

### 5.2 **Wider Community**

The wider community is not likely to be affected by, or have an interest in the subject matter of this report. However, the Plan highlights the objectives of the Board and progress towards these. It includes meeting dates and information regarding local services and elected members.



## **6 IMPLICATIONS AND RISKS**

### **6.1 Financial Implications**

There are no financial implications of the decisions sought by this report, as the servicing of Community Boards are met within Council's existing Governance Budgets.

### **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**

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

## **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**

Local Government Act 2002 Clause 52.  
Delegation to Community Boards, Part 3, S-DM 1041, Issue 10, as at 25 October 2016.

### **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 by the Council to prepare and adopt a Community Board Plan that highlights the key issues, priorities and actions that the Board proposes to advance during the year.



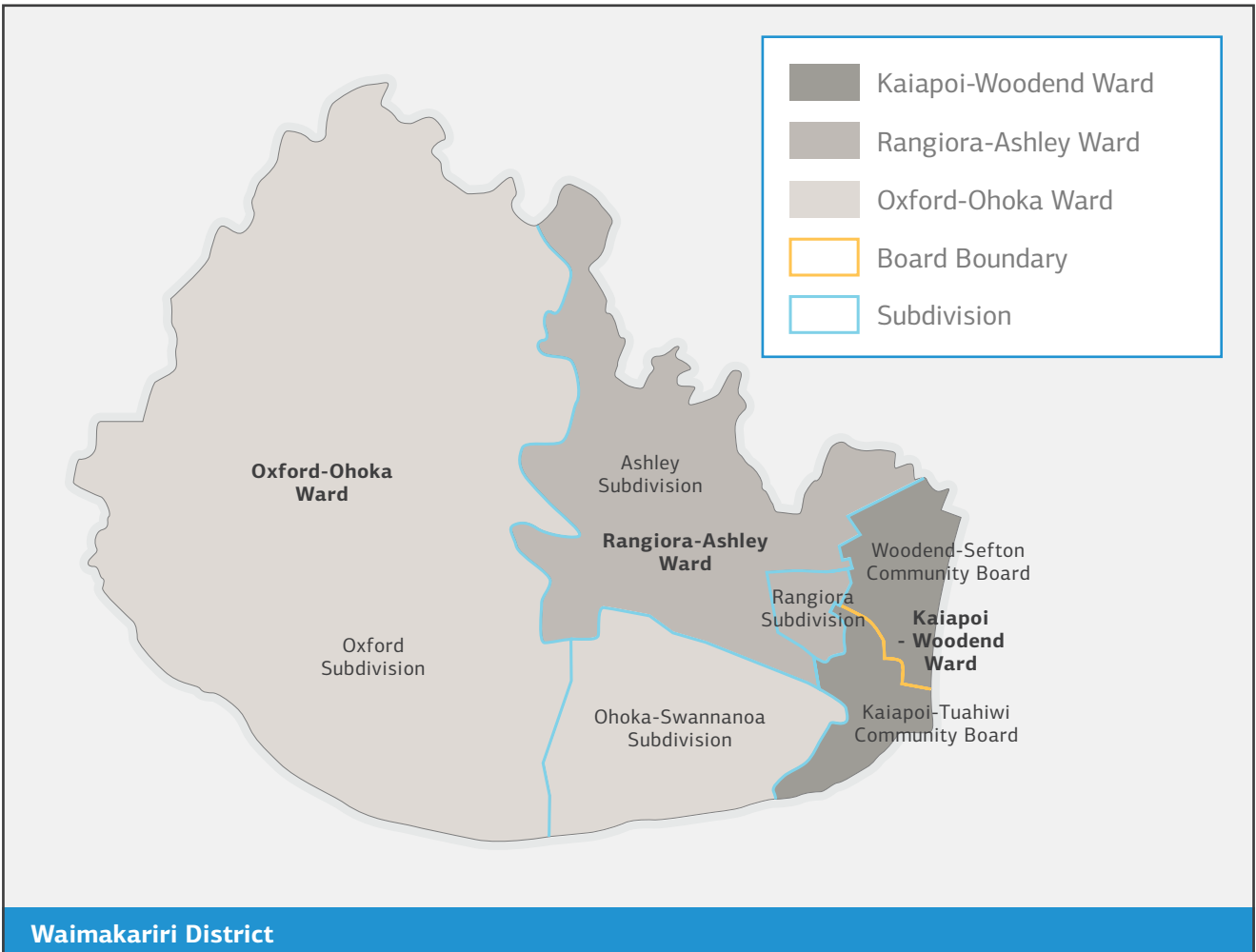
# Woodend-Sefton Community Board Community Plan 2022–2025





Ward	Population
Rangiora-Ashley Ward	26,950
Oxford-Ohoka Ward	13,200
Kaiapoi-Woodend Ward	26,100
Woodend-Sefton Community	10,200
Kaiapoi-Tuahiwi Community	15,900

\* Estimated Resident Population as at 30 June 2021



# Chairperson's Message

Dear Residents

Each of our communities are unique, each with their own identity and characteristics. Our aim is to recognise what makes each community special and take this forward into the future.

The Community Board is elected by you to represent and advocate for you at a local level. To this end we want you to share with us your feedback, ideas, views and concerns. We would like to know what you think is most important in your community.

Our focus is to ensure that the community is at the centre of everything we do, every decision we make and in our planning for the future. Please contact any member of the Board through the contact details shown on pages 6-7, attend meetings, or catch up with us at events.

We welcome individuals and groups to come along to meetings and tell us about what is important to them or projects they are working on. Please contact our Governance Adviser at [com.board@wmk.govt.nz](mailto:com.board@wmk.govt.nz) to book a time for this.

The Board also has some funding available for community groups which may assist a group with a community project. Application details are on page 10.

To help keep you informed the Board has a Facebook page @WoodendSeftonCommunityBoard, which will help you stay informed about what is happening in your community and ways for you to have your say about various Council or other agency projects. A monthly column from the Board in The Woodpecker, a local community newsletter, is also a good way to keep up to date with what is happening.

Planning for the future growth of our communities has been, and will continue to be, of paramount importance to the Board. This includes the need for, and importance of, planning for future community facilities, a focus on safety improvements needed on SH1, particularly through Woodend, public transport needs, and town centre planning.

We will also focus on advocating to Government for the Woodend Bypass to be funded to allow Woodend to be a safe community without the busy State Highway dividing it.

Environmental issues including climate change and the impact of proposed changes regarding water, both regionally through Environment Canterbury and nationally, will be felt in our communities.

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

We look forward to hearing from you.



**Shona Powell**

**Chair**

Woodend-Sefton Community Board



# Our Community

The Woodend-Sefton Community Board covers the communities of Woodend, Woodend Beach, Ravenswood, Pegasus, Waikuku, Waikuku Beach and Sefton, along with surrounding areas.

We are a diverse area, including several towns and communities, rural areas and the coastline, which includes residential, farms, lifestyle blocks, commercial retail business along with many home-based businesses. The population as at mid 2021 was 10,200. The Woodend, Ravenswood and Pegasus areas have undergone significant growth in the last few years which brings both opportunities and challenges. The development of the Ravenswood commercial area will also bring a new dimension to our communities. State Highway 1 physically separates many of our communities with the ensuing issues around connectivity and safety.

Our area has significance both ecologically and culturally. Waterways include the Pacific Ocean, Pegasus Bay, Ashley-Rakahuri River, Tūtaepatu Lagoon, Pegasus Lake, Saltwater Creek, several



Pegasus Bay

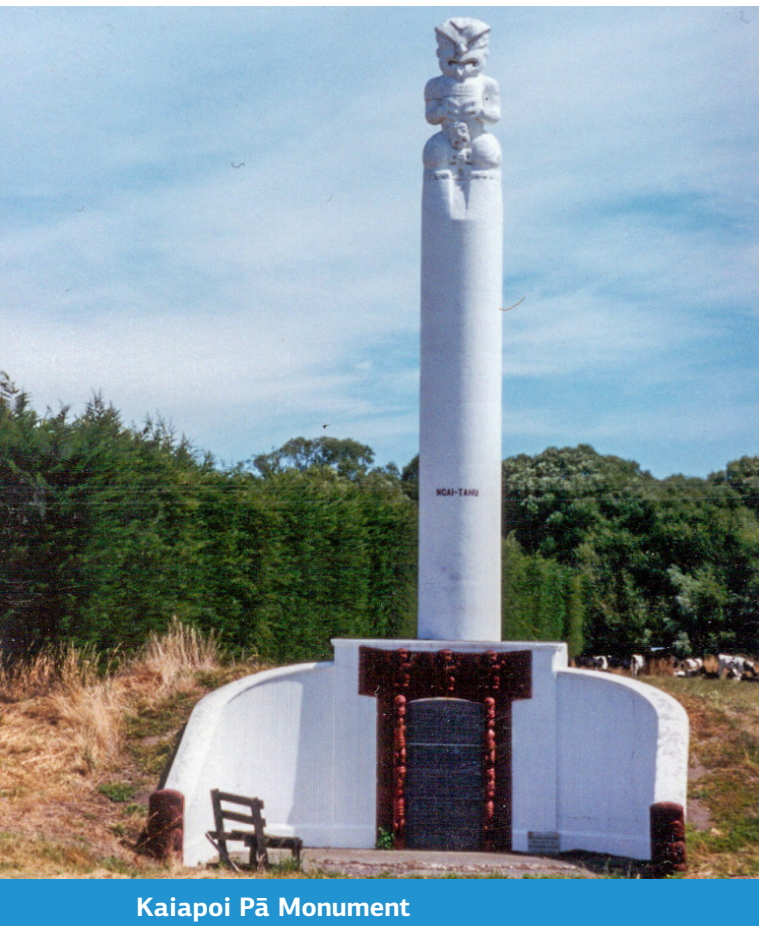
coastal streams and various wetlands. The Ashley- Rakahuri Saltwater Creek Estuary – Te Aka Aka, is internationally recognised with its own ecosystem and diverse birdlife, including many migratory birds. We share the Tūhaitara Coastal Park, a real treasure, and the Te Kōhaka o Tūhaitara Trust has a 200-year plan to rehabilitate the park to an indigenous coastal ecosystem supporting a diverse range of native flora and fauna species and providing sustainable mahinga kai.

An important historical and cultural site, Kaiapoi Pā, where Ngāi Tahu’s South Island trading was once centred in the 1700s, sits between Waikuku and Pegasus.

“... Kaiapoi Pā was established by the first Ngāi Tahu ancestors when they settled Te Wai Pounamu. Kaiapoi Pā was the major capital, trading centre and point from which further penetration of the South Island occurred so the area is a genealogical centre for all Ngāi Tahu whānui (descendants).

Kaiapoi Pā was established by Moki’s elder brother Tūrākautahi who was the second son of Tūāhuriri, hence “Ngai Tūāhuriri” is the name of the hapū of this area.”

Source: [ngaitahu.iwi.nz/te-runanga-o-ngai-tahu/papatipu-runanga/ngai-tuahuriri/](https://ngaitahu.iwi.nz/te-runanga-o-ngai-tahu/papatipu-runanga/ngai-tuahuriri/)



Kaiapoi Pā Monument

# What is a Community Board?

**The Waimakariri district is divided into three wards with the Woodend-Sefton Community Board representing the northern end of the Kaiapoi Woodend ward, including the communities of Woodend, Woodend Beach, Pegasus, Ravenswood, Waikuku Beach and Sefton.**

The Board works closely with residents and local community groups to understand your priorities and concerns and to seek the best outcomes for communities. The Board pro-actively engages with the local community, including consulting and sharing information to enable the Board to represent and advocate your interests on a local level which is then fed back to the Council.

The Community Board is not the Council nor is it a committee of the Council. The Board works collaboratively with the Council at a local level to achieve community goals. The Board is also responsible for any areas delegated to it by the Council.

The Local Government Act (2002), states that the role of a Community Board is to represent and advocate for the interests of its community. The Waimakariri district is currently divided into three wards, and the Woodend-Sefton Community Board provides feedback, leadership and support to residents within the northern part of the Kaiapoi Woodend Ward.

The Woodend-Sefton Community Board is comprised of five elected members, plus two appointed Councillors of the Waimakariri District Council, giving a total of seven members.

## How does the Community Board do this?

- Taking an overview of the Council's services and projects affecting the community area, including water supply, sewerage, stormwater drainage, parks, recreational facilities, community activities, as well as roading and traffic management projects
- Engaging with residents, community organisations and groups in developing local solutions and keeping you informed by using a variety of means including a Community Board Facebook page, articles in community newsletters, and being visible and accessible

- By encouraging community participation in local Board and Council decision-making
- Advocating to the Council on key issues and priorities for the community area, especially through the Annual and Long Term Plan processes
- Providing grants to community groups and organisations
- Granting of leases or licences on reserves
- Acting as a link for residents to access Council services
- Maintaining positive working relationships with key Council staff and management
- Actively participating in Council business, including the annual budget, to ensure equitable spending across the district while being mindful of rates affordability
- By working collaboratively with other Community Boards to promote an understanding that they do not work in isolation but as a team in conjunction with the Council.



Pegasus entrance



# Performance Expectations 2022-2025

**The Woodend-Sefton Community Board aims to meet the needs of our diverse community through:**

- Engaging with individuals, groups, other Boards, and the Council to provide the best outcome for the Woodend-Sefton community and the district as a whole.
- Engaging and interacting with younger generations by seeking their views and feedback on important issues in the ward.
- Engaging with local schools, community and advisory groups and offering encouragement for their projects and providing assistance where practical.
- Developing closer links and relationships with key settlements and groups in the Woodend-Sefton Community Board area, as well as with significant district-wide organisations.
- Working closely with and supporting the Pegasus Residents' Group and the Woodend Community Association while assessing the level of interest in Waikuku for its own community organization.
- Developing strategies for the Board to become an effective, cohesive voice in representing the community viewpoint at meetings and policy hearings.
- Developing and promoting the Community Board as a vehicle for local residents to seek assistance and advocacy in accessing Council services and consultation processes.
- Maintaining positive working relationships with key Council staff and management.
- Actively participating in Council business and the annual budget process to ensure equitable spending across the district whilst being mindful of rates affordability.
- Supporting the Council's Local Economic Development Strategy to encourage business growth across the community area.
- Continuing to advocate for the protection and enhancement of waterways and wetlands for recreational purposes.
- Advocating for balanced growth that enhances and protects the character of the communities' recreational, opportunities, livability and employment.
- Working closely with each community to identify and encourage attractive streetscapes which enhance the visual profile of that community.
- Advocating for community concerns regarding safer roads.
- Lobbying for improved infrastructure for modern technology i.e. recharging stations, better Internet, etc..



Owen Stalker Park

# What's Happening Now and Looking Forward?

There are a number of projects underway in the Woodend-Sefton Community area. This section outlines those projects.

## Recreation

- **Welcome Entrance Signs** - As part of improving landscapes within the ward, the Board has contributed funds towards an entrance sign to Woodend Beach and, as a separate project, signs for Woodend. Consultation for these signs will be undertaken in 2023 giving the local community an opportunity to have their say on what the signs look like.
- **Owen Stalker Park** - In 2020 the Community Board approved a master plan for the redevelopment of Owen Stalker Park. This redevelopment is now complete including new playground features, the revamp of the existing train and BMX track and new paths and amenities. This has been a real hit with both the school students and the wider community. The Board has approved funds towards some information signage about the park and Owen Stalker who donated the land on which the park is situated so as to enable visitors to appreciate the important contribution Owen Stalker made to the community through his life and with this park.
- **Waikuku and Pegasus Beaches** – viewing platforms are planned for both these beaches to allow greater accessibility for visitors. A surf lifesaving tower is also planned for Pegasus Beach.
- **Cycle and Walking Paths** – the Council successfully applied for funding for two cycle and walking paths in our area. Between Woodend and Kaiapoi connecting to Kaiapoi High School, the Passchendaele Memorial Path and the Northern Corridor path linking through to Christchurch. And also between Woodend and Ravenswood along SH1.
- The Board continues to advocate for protection and enhancement of waterways and wetlands for recreational purposes.
- Working with Visit Waimakariri to ensure that visitors are well informed about the great walking and cycling opportunities in the area.
- Working with the Council to ensure connectivity between communities via safe cycle routes.
- Supporting action by the developer, as the owner, on the toxic algae bloom in Pegasus Lake, in conjunction with Environment Canterbury and the Council, to ensure the Lake is available as a recreational asset for the District.
- Working with the community and the Council on the redevelopment of the Woodend Beach playground and new toilets. Like many of the playgrounds in this area, it serves not only the local community but many visitors.
- Working with the community, interested parties, and Council to help develop a spatial plan for Waikuku Beach. This will give an overall plan which can be used over time by groups that have expressed an interest in developing various recreational opportunities. It will also give the community the opportunity to have input into the type of recreation they would like to see and how it could all fit together.
- Continue to support and encourage visitors to the Tūtaepatu Trail and the Tūhaitara Coastal Park.

## Walking and Cycling Strategy

- The Board supports the Walking and Cycling Strategy, and encourages its residents to consider alternative methods of transport, and as such is keen to see more walking and cycling connections between communities.
- The Walking and Cycling Network Plan was adopted by the Council in October 2022 which aims to cater for all levels of cyclist.
- Cycle links between Kaiapoi and Woodend are a priority one project. For the Woodend to Ravenswood Roundabout link, however, detailed design work or construction would not



take place until Waka Kotahi has finalised its design for the safety improvements along State Highway One between Woodend and Pegasus. The development of these pathways was also included as part of the Council's application for Climate Emergency Response Funding (CERF).

### Infrastructure

- Working with staff to improve drainage in flood prone areas, especially Waikuku Beach, Woodend Beach and Sefton.
- The continued pressure on NZTA – Waka Kotahi for safety improvements along SH1 from the Ashley River Bridge and through Woodend has finally paid dividends with an announcement in December 2022 of funding for the safety improvements which were consulted on several times between 2016 and 2019. These improvements are needed in Woodend to allow breaks in the traffic flow on SH1 to allow vehicles easier access to SH1 and the ability for pedestrians to cross more safely. Design work and consenting will get underway in 2023 with work starting in 2024.
- To work with and support the Council to protect community assets and seek to improve and protect water in the community and in the District.

### Sense of community

- Recognising the value of the current Pegasus Community Centre which provides a focal point for surrounding communities. The Board continues to encourage planning for

future needs to ensure the development of user friendly and future focused community facilities including Community Centre, Library and Service Centre which are needed urgently.

- We are continuing to advocate strongly to Government, in partnership with the Council, for the Woodend Bypass to be funded. This will improve safety for all and allow Woodend to be a community which isn't divided by a very busy SH1 and make it much more livable and a destination for the businesses.
- Continue to advocate to NZTA - Waka Kotahi the importance and need for a safe way for pedestrians and cyclists to cross between Pegasus and Ravenswood commercial area (SH1) as well as a safe pedestrian and cycle access between Pegasus roundabout and Woodend.
- The Board supports the Sefton Hall Committee working in partnership with Council staff on the rebuild of the hall to enable the community to come together in a user- friendly facility focused on the community. Currently the Committee is considering the lease offered in the Domain by the Council prior to fundraising efforts commencing.
- Working with the Council to provide youth facilities in the Pegasus and Ravenswood area. Council funding has been approved but the link to community facilities has held this project up.
- Continue to advocate to Environment Canterbury for better public transport options.

### Growth

- Working with Council, businesses, the community and other stakeholders to help develop a strategy for the Woodend Pegasus area during the 2022/23 year. This will assist in planning for the future and provide a blueprint going forward
- With the growth planned in Woodend, Ravenswood and Pegasus, the Board will continue to advocate for planning to ensure the future needs of the surrounding communities are met. This will include land acquisition, infrastructure, community facilities, and connectivity
- Advocating for balanced growth that enhances and protects the character of the communities, recreational opportunities, livability and employment.



Waikuku Beach sign

Woodend-Sefton Community Board Members		
Member and contact details		Other responsibilities
	<p><b>Shona Powell</b> Chair</p> <p><b>Mobile:</b> 0210 231 6152 <b>Email:</b> shona.powell@wmk.govt.nz</p>	<ul style="list-style-type: none"> <li>• Waimakariri Access Group</li> </ul>
	<p><b>Mark Paterson</b></p> <p><b>Mobile:</b> 027 534 9112 <b>Email:</b> mark.paterson@wmk.govt.nz</p>	<ul style="list-style-type: none"> <li>• North Canterbury Neighbourhood Support</li> <li>• Woodend Community Association</li> <li>• Gladstone Park Advisory Group</li> <li>• Sefton/Ashley and Sefton River Rating District Committees</li> </ul>
	<p><b>Ian Fong</b></p> <p><b>Mobile:</b> 029 384 1010 <b>Email:</b> ian.fong@wmk.govt.nz</p>	<ul style="list-style-type: none"> <li>• Waimakariri Health Advisory Group</li> <li>• Pegasus Residents Group</li> <li>• Sefton Public Hall Society</li> <li>• Sefton Domain Advisory Group</li> <li>• Coastal Rural Drainage Advisory Group</li> </ul>
	<p><b>Rhonda Mather</b></p> <p><b>Mobile:</b> 027 431 0803 <b>Email:</b> rhonda.mather@wmk.govt.nz</p>	<ul style="list-style-type: none"> <li>• GreyPower North Canterbury</li> <li>• Woodend Community Centre Advisory Group</li> </ul>
	<p><b>Andrew Thompson</b></p> <p><b>Mobile:</b> 027 235 7140 <b>Email:</b> andrew.thompson@wmk.govt.nz</p>	<ul style="list-style-type: none"> <li>• Northern Pegasus Bay Advisory Group</li> </ul>
	<p><b>Brent Cairns</b></p> <p><b>Mobile:</b> 027 222 4767 <b>Email:</b> brent.cairns@wmk.govt.nz</p> <p><i>Appointed to the Board by the Council</i></p>	<ul style="list-style-type: none"> <li>• Waimakariri Access Group</li> <li>• North Canterbury Museums' Group</li> <li>• Kaiapoi Promotion Association</li> </ul>

Woodend-Sefton Community Board Members	
Member and contact details	Other responsibilities
 <p><b>Cr Philip Redmond, QSM</b>  <b>Mobile:</b> 027 439 5515  <b>Email:</b> philip.redmond@wmk.govt.nz  <i>Appointed to the Board by the Council</i></p>	<ul style="list-style-type: none"> <li>• Southbrook Road Improvements Working Group</li> <li>• Southbrook Road Reference Group</li> <li>• Southbrook School Travel Plan Working Group</li> <li>• Waimakariri Health Advisory Group</li> <li>• Walking and Cycling Reference Group</li> <li>• Ashley River Rating Committee</li> </ul>

Kaiapoi-Woodend Ward Councillors	
Member and contact details	
 <p><b>Cr Neville Atkinson JP</b>  <b>Deputy Mayor</b>  <b>Mobile:</b> 021 558 037  <b>Email:</b> neville.atkinson@wmk.govt.nz</p>	
 <p><b>Cr Al Blackie JP</b>  <b>Mobile:</b> 027 327 6761  <b>Email:</b> al.blackie@wmk.govt.nz</p>	

# Where and When are Meetings Held?

Meetings are usually held on the second Monday of the month at 5.30pm and anyone is welcome to attend.

Meeting agendas are available at Council Service Centres or on the Council website two working days before a meeting:

[waimakariri.govt.nz/your-council/meetings](http://waimakariri.govt.nz/your-council/meetings)

## How do you raise a concern or issue?

Do not hesitate to contact a member of the Community Board for advice and help (see pages 6-7 for contact information). You are always welcome to contact members to discuss Council and community-related matters.

The Community is encouraged to raise concerns and speak to the Board at meetings. If you would like to avail yourself of this opportunity, please contact the Chairperson ([shona.powell@wmk.govt.nz](mailto:shona.powell@wmk.govt.nz)) or the Governance Adviser ([com.board@wmk.govt.nz](mailto:com.board@wmk.govt.nz)) at least one week prior to the scheduled meeting.

As part of the consultation process there are opportunities for individuals or groups to make submissions on projects and plans. These are notified on the Council's website under 'Have a Say' and in the Northern Outlook and The North Canterbury News. There may also be public meetings and/or information sessions that you can attend.

## The Governance Team assists the Community Board with:

- Arranging deputations and workshops
- Accessing and administering Board funding
- Access to Community Board documentation
- Assisting with submissions to the Long Term Plan (LTP) and Annual Plan and any other community-based issues
- Assists as liaison between the community and the Board as well as between the Board and Council departments.

## The 2023 meetings are scheduled for:

Date and Time	Location
13 February	Sefton Public Hall
13 March	Woodend Community Centre
11 April	Waikuku Beach Hall
8 May	Woodend Community Centre
12 June	Woodend Community Centre
10 July	Woodend Community Centre
14 August	Woodend Community Centre
11 September	Woodend Community Centre
9 October	Woodend Community Centre
13 November	Woodend Community Centre
11 December	Woodend Community Centre

## Governance Team contact details

**Phone:** 0800 965 468 (0800 WMK GOV)

**Email:** [com.board@wmk.govt.nz](mailto:com.board@wmk.govt.nz)

**Post:** 215 High Street, Private Bag 1005, Rangiora 7440

**Board members often take part in the activities of community organisations within the community area.**

If you would like to invite a Board member to a meeting, please contact the Chairperson ([shona.powell@wmk.govt.nz](mailto:shona.powell@wmk.govt.nz)) or Governance Team on [com.board@wmk.govt.nz](mailto:com.board@wmk.govt.nz).



# Woodend-Sefton Community Board Discretionary Grant

Each financial year (July to June) the Woodend-Sefton Community Board is allocated funds to distribute, by application, to community-based organisations within their community area.

For the 2022/23 financial year the allocation for Discretionary Grant fund is \$6,625. The criteria and application form is available from the Council's website: [waimakariri.govt.nz/ data/assets/pdf\\_file/0019/3844/QD-GOV-Form-007-Woodend-Sefton-Discretionary-Grant-Application-Form-2021-2022.pdf](http://waimakariri.govt.nz/data/assets/pdf_file/0019/3844/QD-GOV-Form-007-Woodend-Sefton-Discretionary-Grant-Application-Form-2021-2022.pdf)

## Woodend-Sefton Community Board criteria for funding applications

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

- The applicant should have strong links with the community area of Woodend-Sefton.
- The applicants should clearly state the purpose for which the money is to be used.
- Money should primarily be used for capital or improvement works, for enhancement of the group, or towards the purposes of the group, including events involving community participation.

- Examples of what is not funded are available on the application documents. Debt and wages are not funded.
- The applicant should submit a balance sheet which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received.
- Where possible, or feasible, applicants should also show other sources from which funding has been applied for or granted from.
- Grant applications will be considered monthly. Generally funding grants will be a maximum of \$500 in any one year (July-June) but the group may apply up to twice in that year providing it is for a different project.

## The completed application should be posted to:

### Governance Team

C/- Waimakariri District Council,  
Private Bag 1005 Rangiora 7440

Or emailed to: [com.board@wmk.govt.nz](mailto:com.board@wmk.govt.nz)

Or dropped in to your local service centre (see back page for details).

## Process by Governance Team

Once the application has been received, the Governance Team will assess the application, write a report and present it to the following Community Board meeting for a decision.

The Governance Team will notify you following the meeting of the Board's decision.



Memorial in Sefton Domain

The following grants have been made by the Woodend-Sefton Community Board in the 2022/23 financial year:

Group	Project	Amount
North Canterbury Federation of Women's Institute	Hire of hall for craft fair	\$200
Woodend Fire Brigade	Signage on support vehicle	\$715
Sefton School	Replacement of swimming pool heating system	\$500



Sefton School Swimming Pool

### Greenspace/Landscaping projects

Each financial year (July to June) the Woodend-Sefton Community Board is allocated funds to be used for projects which enhance and beautify the community such as landscaping, public seating and signage. For the 2022/23 financial year the allocation for the Landscape budget is \$13,090. Note that budgets are estimated and any underspend will be used to mitigate any overspend on other projects.

If you have a suggestion for beautifying your community that you would like the Board to consider, please contact either the Board Chairperson ([shona.powell@wmk.govt.nz](mailto:shona.powell@wmk.govt.nz)) or the Governance Adviser ([com.board@wmk.govt.nz](mailto:com.board@wmk.govt.nz)).

The following depicts the status of the Board's General Landscape Budget:

Board allocation	Status	Budget
2021/22 Financial Year	Carried over	Nil
2022/23 Financial Year	Allocation	\$13,090
Current Projects		
Woodend Beach Entrance Sign*	Commenced (Allocation from previous financial year)	\$5,330
Welcome to Woodend Signage	Commenced	\$12,810
Owen Stalker Park Information signage	Pending	\$3,500

\* These projects are from previous financial years which were either commenced or completed during the 2021-2022 financial year.

# Waimakariri Youth Development Grant

## Purpose of the grant

In 2018 the Waimakariri Community Boards established the Waimakariri Youth Development Grant to support one or more young people seeking:

- To enhance young people's skills and strengths; especially self-worth, decision-making, good relationships, resilience, positive mental health, life-skills and leadership
- To provide opportunities for young people to connect positively with their community in meaningful, practical ways
- To help and benefit others.

## General overview

Available to young people living in the Waimakariri District aged between 12 and 24 at the time of application. An annual grant of up to \$4,000 is available for allocation to suitable applicants in any one year. The Youth Development Grant Committee may award more than one grant up to a combined maximum of \$4,000 in a financial year (1 July to 30 June). If the Youth Development Grant Committee do not award the maximum funding in November of a year, further applications will be called for.

## Application process

Applications must be fully completed and supported by two referees. (For example teacher, school principal, employer, faith leader, youth worker or community group leader). One reference may be permitted from a member of the applicant's wider family. Information will be available on the Council website at [waimakariri.govt.nz/community/funding-and-grants/youth-development-grant](http://waimakariri.govt.nz/community/funding-and-grants/youth-development-grant)

## Selection process

The Youth Development Grant Committee includes the four Community Board Chairs and an appointee of the Waimakariri Youth Council. The Committee is the sole decision-making body.

Short-listed applicants will be expected to present their application to the Committee in person and to answer any questions that the Committee may have. Applicants will be expected to provide an overview of their proposed project/activity to the Committee and they may choose how to do this. The Committee members will ask all applicants a series of general questions to help them make a decision.

The Council staff will work with the successful applicant to formalise an agreement on how the grant will be paid to them. This is really important as the Committee needs to be sure that the grant is spent on the project/activities the applicant has told them about and to also provide additional guidance to our youth.

## Previous recipients

Group	Project	Amount
Waimakariri Student Volunteer Army	Towards the costs of purchasing high visibility vests, work gloves, a first aid kit and on spades to do volunteer work within the community.	\$1,733
J Reyello, L Price and E Stokes	Towards attending the 2020 24-7 YouthWork National Training to be held from 29 June 2020 to 1 July 2020 in Wellington.	\$2,000



# Council Facilities and Contact Details



## Service Centres

[waimakiriri.govt.nz](http://waimakiriri.govt.nz)

### Rangiora Service Centre

215 High Street, Rangiora

**Phone:** 0800 965 468

**Fax:** 03 313 4432

**Email:** [office@wmk.govt.nz](mailto:office@wmk.govt.nz)

#### Opening hours

Monday to Friday: 8.30am-5pm

### Ruataniwha Kaiapoi Civic Centre

176 Williams Street, Kaiapoi

**Phone:** 03 375 5009

**Fax:** 03 327 8752

**Email:** [kaiapoi@wmk.govt.nz](mailto:kaiapoi@wmk.govt.nz)

#### Opening hours

Monday to Friday: 9am-5pm

### Oxford Service Centre

34 Main Street, Oxford

**Phone:** 03 311 9005

**Fax:** 03 312 4833

**Email:** [oxford@wmk.govt.nz](mailto:oxford@wmk.govt.nz)

#### Opening hours

Monday to Friday: 9am-5pm

Saturday: 10am-12 noon

(Limited services on Saturday)

## Community Centres

#### Online booking:

[waimakariri.govt.nz/leisure-and-recreation/facilities/halls-and-meeting-venues](http://waimakariri.govt.nz/leisure-and-recreation/facilities/halls-and-meeting-venues)

### Woodend Community Centre

6 School Road, Woodend.

### Pegasus Community Centre

Cnr Pegasus Main Street &  
Tahuna Street, Pegasus



## Libraries

[waimakaririlibraries.com](http://waimakaririlibraries.com)

### Rangiora Library

Trevor Inch Memorial Library

141 Percival Street, Rangiora

**Phone:** 03 311 8901

**Fax:** 03 313 4650

**Email:** [library@wmk.govt.nz](mailto:library@wmk.govt.nz)

#### Opening hours

Monday to Thursday: 9am-5pm

Friday: 9am-7pm

Saturday: 10am-2pm

Sunday: 1pm-4pm

### Kaiapoi Library

176 Williams Street, Kaiapoi

**Phone:** 03 375 5009

**Fax:** 03 327 8752

**Email:** [library@wmk.govt.nz](mailto:library@wmk.govt.nz)

#### Opening hours

Monday to Wednesday & Friday: 9am-5pm

Thursday: 9am-7pm

Saturday: 10am-2pm

Sunday: 1pm-4pm

### Oxford Library

34 Main Street, Oxford

**Phone:** 03 311 9006

**Fax:** 03 312 4833

**Email:** [library@wmk.govt.nz](mailto:library@wmk.govt.nz)

#### Opening hours

Monday to Friday: 9am-5pm

Saturday: 10am-12 noon



## Aquatic Centres

[waimakariri.govt.nz/aquatic-facility](http://waimakariri.govt.nz/aquatic-facility)

### Dudley Park Aquatic Centre

47 Church Street, Rangiora

**Phone:** 03 311 8905

#### Opening hours

Monday to Friday: 6am-9pm

Saturday & Sunday: 7.30am-7pm

Public Holidays: 10am-7pm

Christmas Day: Closed

### Kaiapoi Aquatic Centre

9 Cass Street, Kaiapoi

**Phone:** 03 375 5041

#### Opening hours

Monday to Friday: 6am-3.30pm & 6pm-9pm

Saturday & Sunday: 7.30am-7pm

Public Holidays: 10am-7pm

Christmas Day: Closed

### Oxford Community Aquatic Centre

9 Burnett Street, Oxford

**Phone:** 03 311 8921

#### Opening hours

Summer only from late November

Monday to Friday: 8.30am-6.30pm

Saturday & Sunday: 10am-7pm

Public Holidays: 10am-7pm

Christmas Day: Closed

## Transfer Stations

### Southbrook Resource Recovery Park

284 Flaxton Road, Rangiora

**Phone:** 03 313 5499

**Resale Store:** 03 313 5798

#### Opening hours

Monday to Sunday: 8.30am-4.30pm

Public Holidays: Closed

### Oxford Transfer Station

46 High Street, Oxford

#### Opening hours

Friday: 12.30pm-4.30pm

Sunday: 12 noon-4.30pm

Public Holidays: Closed

The Council has a number of other facilities and venues which can be found on the websites as provided below:

#### Halls and Meeting Venues:

[waimakariri.govt.nz/leisure-and-recreation/facilities/halls-and-meeting-venues](http://waimakariri.govt.nz/leisure-and-recreation/facilities/halls-and-meeting-venues)

#### Sports Grounds:

[waimakariri.govt.nz/leisure-and-recreation/facilities/sports-grounds](http://waimakariri.govt.nz/leisure-and-recreation/facilities/sports-grounds)

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

[waimakariri.govt.nz/community/new-to-the-district](http://waimakariri.govt.nz/community/new-to-the-district)





Pegasus Bay Beach



Sefton Domain





215 High Street  
Private Bag 1005  
Rangiora 7440, New Zealand  
**Phone** 0800 965 468  
waimakariri.govt.nz

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### CHAIRPERSON'S REPORT – December 2023 and January 2024

CHAIR'S DAIRY		DISCUSSION POINTS
Date	Events attended	Community Feedback/Issues Raised
30 November	Community Development forum	A productive session with wide representation from different sectors. Community survey underway closing on 16 February
	Met with Greenspace staff	Seeking clarification on the consent process for the Waikuku Beach Surf Lifesaving Club storage shed. Outcome – at that time club still needed to lodge application for building consent and a Licence to Occupy will be required.
1 December	Stakeholder meeting re Lake Pegasus Aeration Trial	First opportunity for stakeholders to discuss trial results and next steps.
4 December	Pre-meeting briefing	A run through the agenda and catch up on general matters
	WSCB monthly meeting	Regular meeting
7 December	Steering Group meeting	First meeting of Pegasus Community Centre steering group
	Meeting of Mayor with Chairs and Deputy Chairs	An opportunity to catch up with each other
	All Boards Briefing	Various presentations
9 December	Volunteered at Pegasus Community Centre	As usual the book cave was popular. Questions about safety at the Pegasus/Ravenswood roundabout and the Woodend bypass.
12 December	Council Christmas Function	End of year function
13 December	Ronel's Christmas Community Cuppa, Waiora Links Community Trust	Held at Woodend Community Centre. Around 70 locals there to enjoy the morning tea, Woodend School Kapa Haka group and Jump Jam group. Thanks to Santa for paying a visit.
14 December	Waimakariri Access Group	Monthly meeting – set date for training for staff and elected members as 6 <sup>th</sup> March.
27 January	Volunteered at Pegasus Community Centre	As usual the book cave was popular. Questions about safety at the Pegasus/Ravenswood roundabout, Woodend bypass, CCTV
29 January	Walk around with Waimakariri Water Zone Committee	Discussion on-site at Waikuku Beach pond with Committee members around possibility of lodging a funding application for weed clearance and planting for biodiversity
	Board Start of year function	A good way to start the year by getting together

#### CHAIR'S STATEMENT

- Wrote Board column for February issue of The Woodpecker
- Managing Board Facebook page

Main issues raised by residents were:

- Concern at relocation of Woodend Medical Centre to Rangiora which leaves a lack of GPs in the local area to serve the growing population
- Issues with SH1 which sits with NZTA Waka Kotahi
  - planned SH1 safety improvements and Woodend Bypass - will it go ahead, when and where?
  - concerns with safety around Saltwater Creek after fatal accident and at SH1/Waikuku Beach Road
  - ongoing concerns around safety for pedestrians and cyclists at Pegasus/Ravenswood roundabout
- Pegasus Lake aeration trial results – what is happening?

Shona Powell

**Woodend-Sefton Community Board**