

# Agenda

## Rangiora-Ashley Community Board

Wednesday 13 August 2025

7pm

Council Chamber  
215 High Street  
Rangiora

**Members:**

Jim Gerard QSO (Chairperson)

Kirstyn Barnett (Deputy Chairperson)

Robbie Brine

Ivan Campbell

Murray Clarke

Monique Fleming

Jason Goldsworthy

Liz McClure

Bruce McLaren

Joan Ward

Steve Wilkinson

Paul Williams



WAIMAKARIRI  
DISTRICT COUNCIL

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**AGENDA FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD TO BE HELD  
IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON WEDNESDAY 13 AUGUST 2025  
AT 7PM.**

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

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**BUSINESS**

PAGES

**1. APOLOGIES**

**2. CONFLICTS OF INTEREST**

**3. CONFIRMATION OF MINUTES**

**3.1. Minutes of the Rangiora-Ashley Community Board – 9 July 2025**

8-19

*RECOMMENDATION*

**THAT** the Rangiora-Ashley Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Rangiora-Ashley Community Board meeting, held on 9 July 2025.

**3.2. Matters Arising (From Minutes)**

**3.3. Workshop notes of the Rangiora-Ashley Community Board – 9 July 2025**

20

*RECOMMENDATION*

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives**, the circulated Notes of the Rangiora-Ashley Community Board workshop, held on 9 July 2025.

**4. DEPUTATIONS AND PRESENTATIONS**

**4.1 Pilot Community Shopping Proposal – Sam Fisher**

S Fisher will be in attendance to discuss a Pilot Community Shopping Proposal.

## 5. ADJOURNED BUSINESS

### 5.1. Request approval of No-Stopping Restrictions in Highfield Lane – Joanne McBride (Roding and Transportation Manager) and Shane Binder (Senior Transportation Engineer)

21-27

#### *RECOMMENDATION*

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 250613107325.

*AND*

**THAT** the Rangiora-Ashley Community Board recommends:

**THAT** the Utilities and Roding Committee:

- (b) **Approves** installation of the following no-stopping restriction:
  - i. Highfield Lane, from 6m east of the access to No. 4 around the turning head to the access to No. 7.

## 6. REPORTS

### 6.1. Request to Approve Consultation on a No-Stopping Restriction for Coronation Street – Joanne McBride (Roding and Transportation Manager) and Shane Binder (Senior Transportation Engineer)

28-32

#### *RECOMMENDATION*

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 250730140367.

*AND*

**THAT** Rangiora-Ashley Community Board recommends:

**THAT** the Utilities and Roding Committee:

- (b) **Approves** staff proceeding with consultation on the installation of No Stopping for a length of 55m between the driveway to no. 31 and Southbrook Road.
- (c) **Notes** that targeted consultation will be undertaken with residents along the length of Coronation Street and businesses in the area and will include online information / survey form for general public feedback.
- (d) **Notes** that a further report will be submitted to the Community Board with the results of the consultation feedback.

### 6.2. 9 Elm Drive, Rangiora – Tree Removal – Maria Edgar (Assets Officer – Greenspace)

33-106

#### *RECOMMENDATION*

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 250721132683.
- (b) **Approves** the retention of the Elm Tree and maintain it in accordance with Waimakariri District Council specifications.
- (c) **Notes** that the retention of the Elm Tree is consistent with Waimakariri District Council's Street and Reserve Trees policy.
- (d) **Notes** that the retention of the Elm Tree is also consistent with the Visual Tree Assessment (VTA) recommendation.



6.3. **151 Northbrook Road Food Forest – Chrissy Taylor-Claude (Parks Officer) and Bex Dollery (Biodiversity Team Leader)**

107-121

*RECOMMENDATION*

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 250724135832.
- (b) **Approves** approximately 200m<sup>2</sup> located at 151 Northbrook Road for the installation of a Food Forest.
- (c) **Notes** that the project is being driven, funded, and maintained by a group of dedicated community members and volunteers (there is no impact on rates as the project is externally funded by the group).
- (d) **Notes** that the food forest is not intended to be leased to the group as they are not set up as an official entity. This means if there was no longer interest in supporting the planting, Council would retain the right to revert this back to a low maintenance design. If this was to occur, further reports would be submitted to the Rangiora Ashley Community Board for decision.
- (e) **Notes** that Council staff will work with the lead community members to develop a Memorandum of Understanding to clarify roles, responsibilities, and legislative requirements. This will include development of a health and safety plan to protect council staff, volunteers, and the public.
- (f) **Notes** the land in question is currently not used for any other organised recreational use and the Food Forest will not adversely impact any other Northbrook Wetland recreational activities.

6.4. **Application to the Rangiora-Ashley Community Board's 2025/26 Discretionary Grant Fund – Thea Kunkel (Governance Team Leader)**

122-156

*RECOMMENDATION*

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 250708123449.
- (b) **Approves** a grant of \$..... to the Mainland Staffordshire Bull Terrier Society for a branded gazebo during the South Island Show Jump Camps to be held in January 2026.  
**OR**
- (c) **Declines** a grant to the Mainland Staffordshire Bull Terrier Society.
- (d) **Approves** a grant of \$..... to the Southbrook Community Sports Club Inc. towards the cost of design plans for its new Club facilities.  
**OR**
- (e) **Declines** a grant to the Southbrook Community Sports Club Inc.
- (f) **Approves** a grant of \$..... to the North Canterbury Pony Club towards the cost of hiring portable toilets.  
**OR**
- (g) **Declines** a grant to the North Canterbury Pony Club.

## 7. CORRESPONDENCE

### 7.1. Rangiora and Kaiapoi Town Centres Parking Management Plans – Adopted by Council

157

#### *RECOMMENDATION*

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** correspondence No. 250708123636.

## 8. CHAIRPERSON'S REPORT

### 8.1. Chair's Diary for July 2025

160

#### *RECOMMENDATION*

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 250630118280.

## 9. MATTERS FOR INFORMATION

### 9.1. Oxford-Ohoka Community Board Meeting Minutes 2 July 2025.

### 9.2. Woodend-Sefton Community Board Meeting Minutes 14 July 2025.

### 9.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 21 July 2025.

### 9.4. May 2025 Flood Event Response and Recovery – Expenditure and Funding Sources – Report to Council Meeting 1 July 2025 – Circulates to all Boards

### 9.5. Adoption of Alcohol Control Bylaw – Report to Council Meeting 1 July 2025 – Circulates to all Boards

### 9.6. Libraries Update to 3 July 2025 – Report to Community and Recreation Committee Meeting 15 July 2025 – Circulates to all Boards

### 9.7. Aquatics July Report – Report to Community and Recreation Committee Meeting 15 July 2025 – Circulates to all Boards

### 9.8. Youth Action Plan Early Engagement Update – Report to Community and Recreation Committee Meeting 15 July 2025 – Circulates to all Boards.

### 9.9. Approval to Install No-Stopping Restrictions on Flaxton Road at Camwell Park – Report to Utilities and Roding Committee Meeting 15 July 2025 – Circulates to Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards.

### 9.10. Project Update Under Infrastructure Resilience Fund 2024/25 and May 2025 Flood Recovery Progress Update – Report to Utilities and Roding Committee Meeting 15 July 2025 – Circulates to all Boards.

#### Public Excluded

### 9.11. Acquisition of property in Durham Street, Rangiora – Report to Council Meeting 1 July 2025 – Circulates to Rangiora-Ashley Community Board.

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** the information in Items.9.1 to 9.10.  
(b) **Receives** the separately circulated public excluded information in item 9.11.

#### **Note:**

1. *The links for Matters for Information were previously circulated to members as part of the relevant meeting agendas.*
2. *Hard copies of the public excluded items were circulated to members separately.*

**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 is included in the agenda.*

**11. CONSULTATION PROJECTS**

Nil.

**12. BOARD FUNDING UPDATE**

**12.1. Board Discretionary Grant**

Balance as at 31 July 2025: \$15,102.

**12.2. General Landscaping Fund**

Balance as at 31 July 2025: \$29,290, carry forward to be calculated.

**13. MEDIA ITEMS**

**14. QUESTIONS UNDER STANDING ORDERS**

**15. URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

**NEXT MEETING**

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 10 September 2025.

**Workshop**

- *School Speed Zone Planning – Peter Daly (Road Safety Coordinator) and Joanne McBride (Roading and Transport Manager) – 30 minutes*
- *Rangiora Town Centre Parking Management Plan adopted by Council - next steps – Shane Binder (Senior Transportation Engineer) – 20 Minutes*
- *Members Forum*

**MINUTES OF THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON WEDNESDAY, 9 JULY 2025 AT 7PM.**

**PRESENT**

J Gerard QSO (Chairperson), K Barnett, R Brine, I Campbell, M Fleming, J Goldsworthy, B McLaren, S Wilkinson and P Williams.

**IN ATTENDANCE**

S Hart (General Manager Strategy Engagement and Economic Development), S Binder (Senior Transportation Engineer), T Kunkel (Governance Team Leader) and A Connor (Governance Support Officer).

Six members of the public were present.

**1. APOLOGIES**

Moved: P Williams

Seconded: M Flemings

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives and sustains** apologies for absence from M Clarke, L McClure and J Ward and an apology for lateness from J Goldsworthy, who arrived at 8.03pm.

**CARRIED**

**2. CONFLICTS OF INTEREST**

There were no conflicts declared.

**3. CONFIRMATION OF MINUTES**

**3.1. Minutes of the Rangiora-Ashley Community Board – 11 June 2025**

Moved: B McLaren

Seconded: P Williams

**THAT** the Rangiora-Ashley Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Rangiora-Ashley Community Board meeting held on 11 June 2025.

**CARRIED**

**3.2. Matters Arising (From Minutes)**

T Kunkel provided the following updates:

- Protranz International Limited's Resource Consent application for quarrying activities and the construction and operation of a Landfill at 150, 154, 174 and 176 Quarry Road, Loburn was still on hold.
- At this stage, Environment Canterbury (ECan) had decided not to proceed with establishing an Air Quality Monitoring Station at either 151 Northbrook Road or Koura Reserve. ECan would be investigating alternative locations and other options going forward. The Board would be advised once more information became available.
- A report on the tree immediately outside 9 Elm Street, Rangiora, discussed at the Board's June 2025 meeting was expected to be submitted to the Board for consideration at the August 2025 meeting.

### 3.3. **Workshop notes of the Rangiora-Ashley Community Board – 11 June 2025**

Moved: B McLaren

Seconded: J Gerard

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives**, the circulated Notes of the Rangiora-Ashley Community Board workshop, held on 11 June 2025.

**CARRIED**

## 4. **DEPUTATIONS AND PRESENTATIONS**

### 4.1. **Darin Young – Potential Cust Sawmill** (Trim: 250711126644)

D Young highlighted his extended family's connection to the Waimakariri District, noting his family had lived in Cust for four and a half years. He raised concerns regarding the proposed relocation of Bennett's Sawmill to the corner of Paterson's and Terrace Road, Cust, in order to upscale operations. He noted that the area was a floodplain with a fluid-changing environment that regularly resulted in the closure and damage of roads, while flooding neighbouring properties downstream from the proposed site. Flood water from the hill north of the site ran through the paddock at a large volume after one day of rain.

D Young advised that the area was agricultural and used for grazing, with no other heavy industry businesses in the riverbed area. He and other local residents were concerned by the non-notification of the resource consent application, which removed their right to make submissions on the roading, safety, air and water pollution, and extensive noise issues. The water flowing through the site picked up contaminants, which would then flow through other properties into stock feeding pastures and food-growing areas. He believed that the flood map included in the resource consent application was inaccurate, as the Council's flood data showed the area flooding to depths of 30 to 50cm where the proposed site was located.

D Young noted that there were 56 family dwellings within a two-kilometre radius of the site. After visiting over 30 of them, he collected over 50 signatures on a petition detailing the various concerns with the proposed sawmill. Many residents, who worked from home or were retired, would be affected by the 12-hour, 6-day-a-week industry noise generated by the proposed sawmill. Additionally, the six properties directly to the east of the site were all on bore water with no Council water supply. It was anticipated that windblown sawdust would contaminate water supplies, grazing areas, and food-growing areas. It was known that other sawmills in the district had contaminated the local water supply and were unable to meet their noise level requirements.

D Young then observed the low-maintenance level condition of the gravel roads leading to the site. The extra toll of the proposed 48 logging trucks per week would increase the risk to horse riders, bike riders, walkers and school buses. He requested the Board seek further information on the proposed sawmill and consider objecting to the resource consent and, if possible, insist that the Council make this a public notification issue.

P. Williams questioned whether the surrounding properties obtained their water from shallow wells, and D. Young advised that most wells were around 30 meters deep.

P Williams further sought information on the streams and rivers in the area. D Young observed that the Cust River and Cust Drain flowed past 235 Terrace Road, Cust.

J Gerard asked if the proposed sawmill would be treating the timber on-site. D Young noted that, to his knowledge, the sawmill would not treat the timber on site at this stage; however, they did want to upscale for commercial clients as opposed to retail, and treatment of timber would be economical for them.

### 4.2. **Victoria Cross – Potential Cust Sawmill** (Trim:250711126667)

V Cross and her family chose to move to a lifestyle block in Cust in 2021 because it was a quiet rural community, and due to noise sensitivities, they appreciated the quiet, safe, and healthy environment in which to raise their family. By chance, the community became aware of the proposed sawmill and collated a petition with over 50 signatures within a two-kilometre radius of the site. Their concerns ranged from pollution, flooding risks, inadequate roading, increased traffic, safety concerns, and disregard for the amenities and characteristics of the rural zone. The rural zone was generally quiet with some significant intermittent and/or seasonal noise from farming activity. Sawmilling was not a farming activity, but a heavy industrial activity, accompanied by the noisy unloading of forestry trucks, which did not align with the character of the area.

V Cross noted that with 100-year rain events occurring almost every year, floodwaters from the proposed site flowed over the road and into her property and those of her neighbours. This was a floodplain with a variable and unstable environment, making it risky to have heavy industrial activity on the site. She highlighted that no water treatment of the water run-off from the site was mentioned in the resource consent application, only a swale and discharge to the surrounding water, which would be insufficient during flooding. This would result in contaminants and wood stored on site flowing into the Cust River during flood events. This would also affect ecosystems and groundwater, which residents used as drinking water.

Additionally, Patersons Road and other surrounding roads were regularly closed to all traffic during flood events resulting in times when the proposed site would be inaccessible. She observed that Patersons and Terrace Roads were used by children cycling to school, runners, cyclists, horse riders, the school bus route, as well as stock moving. Not only were deep potholes uncovered by rain, but several vehicles had also rolled off the curves of Terrace Road, highlighting the unsuitability of these roads for large logging trucks. V Cross felt that the Council would be inundated with noise complaints from this activity. If the sawmill were to proceed, the anticipated costs to the community and the Council would be enormous, including mitigation remedies, noise complaints, and deterioration of the surrounding road due to logging trucks. The sawmill would jeopardise the tranquillity of the homes, the safety, and the health of children and the community.

P Williams asked if there were any large forestry blocks near the proposed sawmill site. V Cross responded that there was no forestry in the area and all logs would therefore have to be transported from other locations.

B McLaren questioned whether she had been in contact with any of the environmental groups in the area, including the Waimakariri Biodiversity Trust and the Sefton Saltwater Creek Catchment Group, regarding her concerns. V Cross noted that she had not contacted any environmental groups; however, D Young noted he had been in contact with Environment Canterbury, which operated reactively rather than before an activity was occurring.

K Barnett inquired whether the resource consent required the sawmill to maintain the road that they would be using to access the site. V Cross stated she was not aware of any conditions requiring road maintenance.

#### **4.3. Pilot Community Shopping Proposal – Sam Fisher**

S Fisher was not in attendance, and therefore, the deputation was not heard.

### **5. ADJOURNED BUSINESS**

Nil.

### **6. REPORTS**

6.1. **Request approval of No-Stopping Restrictions in Highfield Lane – J McBride (Roading and Transportation Manager) and S Binder (Senior Transportation Engineer)**

S Binder took the report as read and welcomed any questions.

M Fleming asked if residents not present during the door-knocking consultation had also been communicated with. S Binder stated staff had not reached out to these residents; however, if the Board wished, they could.

J Gerard questioned whether the proposed no-stopping restriction could be shortened to allow some parking to remain. S Binder commented that there was no golden rule for where to install the no-stopping restrictions. However, in this instance, the turning head in Highfield Lane was undersized, resulting in limited movement for larger trucks and rubbish collection vehicles. Whilst there was not a large number of all-weather on-street parking on Highfield Lane, the issue of turning space had been galvanised due to recent land use changes. Several annual plan submissions also prompted this request.

J Gerard then wondered if it was possible to ascertain when rubbish collection occurred and limit the no-stopping to those times. S Binder stated that it could be a possibility, although it would not account for other heavy vehicles, and there would also be increased compliance costs associated with time restrictions.

Following a question from B. McLaren, S. Binder confirmed that staff had not consulted the Council's waste management contractor, as residents had driven the request for the no-stopping restrictions.

P Williams asked if all residents of Highfield Lane were aware of the proposed no-stopping restrictions. S Binder noted that it was possible some residents were not aware, as the Council was unable to consult all residents; however, the majority had indicated that they were in favour of the proposal.

P Williams then enquired whether staff had considered installing a footpath along Highfield Lane. S Binder confirmed that staff would be giving a presentation to the Utilities and Roading Committee at their next meeting on possible options for Highfield Lane, ranging from small-scale to large-scale interventions.

K Barnett raised concerns about where residents and visitors would park if the proposed no-stopping restrictions were implemented. In response, S Binder noted that Highfield Lane consisted of larger lots, which generally provided sufficient off-street parking. Historically, parking demand along the Lane had been low; however, the recent establishment of a home-based business had increased the demand for on-street parking. There was also acceptable on-street parking further down Highfield Lane.

K Barnett questioned if forcing vehicles to park further down Highfield Lane would not create a greater safety risk, as the carriageway was very narrow. S Binder noted that drivers would have to be mindful of where they parked in wet weather conditions; however, staff did not believe it would cause any safety concerns.

I, Campbell, asked whether the green space area could be used to provide parking. S Binder agreed it was a possibility; however, there was no budget set aside for improvements on Highfield Lane at present.

M Fleming questioned if the business owner had been approached regarding creating a parking space on site for its customers. S Binder confirmed staff had provided feedback to the business owner; however, they were not aware of any steps taken.

Moved: K Barnett

Seconded: B McLaren

**THAT** the Rangiora-Ashley Community Board:

- (a) **Lays** the report on the table until further information was available.

**CARRIED**

6.2. **Request approval of No Stopping Restrictions – Golding Avenue, Cust Road, and Papawai Drive – S Binder (Senior Transportation Engineer) and N Puthupparambil (Transportation Engineer)**

S Binder took the report as read, confirming that all affected neighbours had been consulted.

P Williams questioned whether the accident count for Golding Avenue, Rangiora, was known and whether the establishment of No Stopping restrictions could result in more accidents due to the increased speed. S Binder doubted there would be an accident record for Golding Avenue. He noted that removing the parking could result in an increase in people cutting corners; however, the current situation caused those manoeuvring into the middle of the street with poor visibility of the oncoming traffic.

K Barnett asked if all residents were in favour of the no-stopping restrictions proposed. S Binder confirmed Cust Road residents understood the need for the restriction and were not opposed. The Golding Avenue residents were contacted by a letter, and no feedback was received. Positive feedback was received from the majority of the Papawai Drive residents who were consulted, there was however some who did not provide feedback either way.

K Barnett further queried if no-stopping restrictions would force vehicles onto the grass verge on Cust Road. S Binder noted that was a possible risk and if that occurred staff would work through mitigating options.

Following a question from S Wilkinson, S Binder stated over the past two years approximately six complaints were received across the three sites.

Moved: K Barnett

Seconded: M Fleming

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 250227032830.

**CARRIED**

Moved: K Barnett

Seconded: M Fleming

**THAT** the Rangiora-Ashley Community Board recommends:

**THAT** the Utilities and Roding Committee:

- (b) **Approves** installation of the following no-stopping restrictions:

- i. 11m north of the driveway to 22 Golding Avenue, Rangiora.
- ii. From a point 10m south of the driveway to 19-31 Golding Avenue, Rangiora, for 11m south.

**LOST**

A division was called:

**For 4:** K Barnett, R Brine, M Fleming and B McLaren.

**Against 4:** J Gerard, I Campbell, S Wilkinson and P Williams.



K Barnett acknowledged that the No Stopping restrictions on Golding Avenue may result in increased vehicle speeds and other safety concerns may arise that would need to be dealt with, but she was in favour of the No Stopping restrictions being installed.

J Gerard concurred with K Barnett's comments regarding Golding Avenue, noting that speeding vehicles mostly accessed Golding Avenue from Ashley Street. There were also issues with vehicles cutting the corner onto Golding Avenue which if resolved he believed would alleviate problems occurring on Golding Avenue.

P Williams was concerned that the proposed No Stopping restrictions on Golding Avenue would result in more accidents due to the increased speed.

In her right of reply, K Barnett agreed there were other safety concerns occurring on Golding Avenue.

Moved: K Barnett

Seconded: M Fleming

- (c) **Approves** installation of the following no-stopping restrictions:
- i. 24m east of Earlys Road, Cust on the north side of Cust Road.
  - ii. 5m north of the access to Koura Reserve on Papawai Drive, Rangiora.

**CARRIED**

K Barnett noted she was always cautious of installing No Stopping restrictions; however, she was familiar with the three locations. Traffic was increasing on Cust Road, and she believed that installing the No Stopping restrictions would increase safety at the Earlys Road intersection.

6.3. **Rangiora-Ashley Community Board's 2025/26 Discretionary Grant Fund and 2025/26 General Landscaping Budget – T Kunkel (Governance Team Leader)**

T Kunkel stated this was an annual report to the Board updating them on the General Landscaping and Discretionary Grant Fund budgets for the 2025/26 financial year. She requested one amendment be made to the Discretionary Grant Application Form to state *"The application should clearly state the purpose for which the funds will be used. It should be noted that the board will not fund ongoing or annual operating expenditure associated with the administration or running of the applicant's club organisation or club."* She noted that the Discretionary Grant Criteria would be reviewed with the incoming Board after the Local Government elections in October 2025.

Moved: P Williams

Seconded: J Gerard

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 250616108452.
- (b) **Notes** that the Board's General Landscaping Budget allocated by the Council for the 2025/26 financial year was \$29,290, with any carry forward from the 2024/25 financial year to be reported back in August 2025.
- (c) **Notes** that the Board's Discretionary Grant Funding allocated by the Council for the 2025/26 financial year is \$14,510 with a carry forward from the 2024/25 financial year of \$3,049 for a total of \$17,559 for the 2025/26 financial year.
- (d) **Approves** the Board's 2025/26 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 210603089866).
- (e) **Approves** the Board's 2025/26 Discretionary Grant Accountability Form, which is unchanged (Trim No. 210603089980).

- (f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2025/26 financial year (July 2025 to June 2026).

**CARRIED**

6.4. **Application to the Rangiora-Ashley Community Board's 2025/26 Discretionary Grant Fund – T Kunkel (Governance Team Leader)**

T Kunkel noted the North Canterbury Classics Leisure Marchers Incorporated provided seniors an opportunity to participate in a sport which helped keep members both physically and mentally agile. The application complied with the Board's Discretionary Grant Application Criteria, as the Group was an incorporated society and most of its members reside in the Rangiora-Ashley Ward. However, this was the third time they had applied for the same activity which the Board should take into consideration as the Discretionary Grant Fund Criteria stated that the Board would not fund ongoing or annual operating expenditure

Moved: J Gerard

Seconded: S Wilkinson

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 250616108267.
- (b) **Declines** a grant to the North Canterbury Classics Leisure Marchers Incorporated.

**CARRIED**

K Barnett Against

T Kunkel reported Community Colleges New Zealand (Comcol) were requesting \$1,000 towards a solar kit for their recently installed compostable toilet. She noted this was the first time Comcol had applied to the Board's Discretionary Grant.

P Williams questioned whether Comcol's compostable toilet complied with the Council's Bylaws and regulations. T Kunkel could not comment on compliance; however, she noted that the grant could be subject to ensuring compliance.

K Barnett asked whether Comcol was funded by the Ministry of Education. T Kunkel stated to her knowledge they were a charitable organisation not funded by the Education Department.

Moved: B McLaren

Seconded: K Barnett

**THAT** the Rangiora-Ashley Community Board:

- (c) **Approves** a grant of \$1,000 to Community Colleges New Zealand – Comcol North Canterbury towards the purchase of a solar panel, connectors, and a battery for a compostable toilet, provided that the compostable toilet complied with the Council's Bylaws and regulations

**CARRIED**

M Fleming noted Comcol invited the Board to visit their site and asked if that could be organised.

T Kunkel advised that the North Canterbury Floral Art Group were holding a two day Floral Art Demonstration and Workshop and were seeking funding to assist with the event. The application complied with the Board's Discretionary Grant Application Criteria, as the Group was a non-profit community organisation and the requested grant of \$1,000 did not exceed the Board's general limit of \$1,000 per financial year. However, it was unclear how many of the beneficiaries resided within the Rangiora-Ashley Ward and although 150 people were expected for the demonstration, only 20 were expected to attend the workshop.

J Gerard sought clarity as part of the application was asking for travel expenses for the tutor and the Board's Discretionary Grant Application Criteria stated it would not fund payment for volunteers including arrangements in kind, e.g. petrol vouchers. T Kunkel explained her understanding it applied to volunteer of the group applying for funding. As this was a private tutor, they would not be considered a volunteer.

Moved: K Barnett

Seconded: B McLaren

**THAT** the Rangiora-Ashley Community Board:

- (d) **Approves** a grant of \$500 to the North Canterbury Floral Art Group towards hosting a Floral Art Demonstration and Workshop in November 2025.

**CARRIED**

K Barnett stated this was a worthwhile group who contributed to the community. She did however feel this application would benefit more than just the Rangiora-Ashley community and therefore felt \$500 was appropriate.

B McLaren highlighted the overall cost of the project was \$3,218 and therefore the Board's contribution may not be going towards only travel expenses.

T Kunkel highlighted that the North Canterbury Musical Society was based at Northbrook Studios in Rangiora and was requesting assistance with purchasing a heat pump for its office. She took the application has read.

P Williams questioned who paid for the power within the Northbrook Studios area. S Hart and K Barnett confirmed that tenants in the Northbrook Studios paid for their own utilities.

Moved: J Gerard

Seconded: B McLaren

**THAT** the Rangiora-Ashley Community Board:

- (e) **Approves** a grant of \$957 to the North Canterbury Musical Society Inc. towards the purchase of a heat pump for the administration office.

**CARRIED**

## 7. CORRESPONDENCE

Nil.

## 8. CHAIRPERSON'S REPORT

### 8.1. Chair's Diary for June 2025

Moved: J Gerard

Seconded: K Barnett

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 250630118280.

**CARRIED**

## 9. MATTERS FOR INFORMATION

- 9.1. Oxford-Ohoka Community Board Meeting Minutes 4 June 2025.
- 9.2. Woodend-Sefton Community Board Meeting Minutes 9 June 2025.
- 9.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 16 June 2025.
- 9.4. Parking Management Plans for Rangiora and Kaiapoi Town Centres – Final Plans for Adoption – Report to Council Meeting 3 June 2025 – Circulates to Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards
- 9.5. Bylaw Programme Update June 2025 – Report to Council Meeting 3 June 2025 – Circulates to all Boards
- 9.6. Stock Movement Bylaw 2020 Review – Report to Council Meeting 3 June 2025 – Circulates to all Boards
- 9.7. Section 155 Report for Review of Signage Bylaw 2019 – Report to Council Meeting 3 June 2025 – Circulates to all Boards.
- 9.8. Health, Safety and Wellbeing Report April 2025 to Current – Report to Council Meeting 3 June 2025 – Circulates to all Boards.
- 9.9. 190 High Street Bin Storage Issues and Options – Report to Utilities and Roding Committee Meeting 17 June 2025 – Circulates to all Boards.
- 9.10. Infrastructure Resilience Fun Proposed Projects for 2025/26 and Work Plan Following the May 2025 Flood Event – Report to Utilities and Roding Committee Meeting 17 June 2025 – Circulates to all Boards.
- 9.11. Adoption of the Annual Plan 2025/2026 – Report to Council Meeting 17 June 2025 – Circulates to all Boards.

### Public Excluded

- 9.12. 259 Boys Road, Rangiora – Easement and Compensation – Report to Council Meeting 3 June 2025 – Circulates to Rangiora-Ashley Community Board.

Moved: R Brine

Seconded: S Wilkinson

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** the information in Items.9.1 to 9.11.
- (b) **Receives** the separately circulated public excluded information in item 9.12.

**CARRIED**

## 10. MEMBERS' INFORMATION EXCHANGE

### **R Brine:**

- The Alcohol Control Bylaw 2025 went out for public consultation several months ago, and seven submissions were received; however, none of the submitters wished to be heard so no hearing was held. The Bylaw was largely unchanged and was approved by the Council at its July 2025 meeting. The Bylaw had proved to be a helpful tool as it gave the New Zealand Police an option other than detention and potential arrest.

### **J Goldsworthy:**

- Attended a meeting with staff and the Mayor regarding the proposed Cust sawmill, which was a permitted activity under the current Operative District Plan and therefore notification of the application was not required, and no resource consent was required. The current resource consent was only for earthworks on the site.
- He had been consumed by attempting to understand the Proposed District Plan before it being approved by the Council in June 2025.

**P Williams:**

- Attended several drainage meetings.
- Received many complaints for residents regarding the condition of gravel roads in the Waimakariri District.

**M Fleming:**

- Attended the Waimakariri Access Group meeting – The Inclusive Sports Day was held on 4 July 2025. The Waimakariri Libraries were working towards gaining Hapai Access Cards.
- Attended a Keep Rangiora Beautiful meeting – Matawai Park was overgrown with weeds, so a group had been created who would clear Matawai Park on Friday mornings.

**K Barnett:**

- Attended the Council Workshop on the South of High Master Plan.
- Had been busy with the Rangiora Players production of Look at the View.
- Attended the Rangiora Promotions Association's Volunteers and Sponsors Evening.
- Attended the All Boards session on the Proposed District Plan.
- The Kaiapoi Art Expo would be held on 12 and 13 July 2025.
- The Church Street Tennis Club site was looking unsightly, she requested staff could report to the Board on the maintenance of the site.

**B McLaren**

- Attended Rangiora Players "Look at the View".
- Attended South of High Master Plan Council Workshop.
- Attended the All Boards Session on the Proposed District Plan - Well done to all those involved.
- Attended the Waimakariri Stronger Communities Conference 2025.
- Attended the Rangiora Promotions Sponsors and Volunteers Appreciation Evening and Annual General Meeting.
- Attended the Hartley School of Performing Arts production of Rapunzel - It was a fabulous performance. D Hartley had done so much over the past 20 years to support and encourage tamariki to grow in confidence and excel.
- Attended the North Canterbury Inclusive Sports Festival.
- Attended the St John Church Fair.
- Met Jill and Pete Southen on Elm Drive regarding the elm tree causing them concerns.
- Met Highfield Lane residents regarding the proposed yellow no-parking lines. They were concerned at the lack of consultation, especially as there were only 12 properties in the cul-de-sac.
- Rangiora Community Patrol:
  - Volunteered as a nighttime camera operator and did foot patrol around the Rangiora Town Centre.
  - Assisted with a fundraising barbeque where many people gave a donation without taking a sausage.
  - Attended the monthly meeting as the Health and Safety Officer.
- Assisted several clients as a Justice of the Peace.

**I Campbell:**

- Attended a meeting with the Whiterock Quarry organiser.
- Had been asked by a member of the community to look at the condition of the Okuku Pass.

**S Wilkinson:**

- Would be attended the Whiterock Hall fundraising event.

**J Ward:**

- Attended the Council meeting for the adoption of the 2025/26 Annual Plan.
- Attended the Rangiora drop-in session on the Proposed District Plan.
- Attended the Sports Canterbury meeting - They were shaping the future of spaces and places for play at the Woodend Community Centre.
- Attended the All Boards Session about the Proposed District Plan.
- Attended the North Canterbury Sport and Recreation Trust meeting.

**11. CONSULTATION PROJECTS**

Nil.

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

Balance as at 1 July 2025: \$17,559.

**12.2. General Landscaping Fund**

Balance as at 1 July 2025: \$29,290, carry forward to be calculated.

The Board noted that the funding update

**13. MEDIA ITEMS**

Nil

**14. QUESTIONS UNDER STANDING ORDERS**

Nil

**15. URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil

**NEXT MEETING**

The next meeting of the Rangiora-Ashley Community Board was scheduled for 7pm, Wednesday 13 August 2025.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 8.21PM.

CONFIRMED

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

Unconfirmed

**NOTES OF THE WORKSHOP OF THE RANGIORA-ASHLEY COMMUNITY BOARD HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA, ON WEDNESDAY, 9 JULY 2025, AT 8.21PM.**

**PRESENT**

J Gerard QSO (Chairperson), K Barnett, R Brine, I Campbell, M Fleming, J Goldsworthy, B McLaren, S Wilkinson and P Williams.

**IN ATTENDANCE**

S Hart (General Manager Strategy Engagement and Economic Development), T Kunkel (Governance Team Leader) and A Connor (Governance Support Officer).

**1. APOLOGIES**

Moved: P Williams

Seconded: M Flemings

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives and sustains** apologies for absence from M Clarke, L McClure and J Ward and an apology for lateness from J Goldsworthy, who arrived at 8.03pm.

**CARRIED**

**1. Members Forum**

- The Board requested a report on the decision to extend the 180-minute parking restrictions in the Rangiora Town Centre to Saturdays and Sundays. They also wished to know why the Board had not been consulted.
- It was noted that rate capping was being discussed in the media, and we need to ensure it would not impede the Council's ability to raise funds in the event of a natural disaster, such as an earthquake.
- The Board requested whether it would be possible to plant wildflowers/annuals in the atrium at the Millton Memorial Reserve.
- The Board requested that signage be erected at the StoryWalk in Northbrook Wetlands that mobility scooters were allowed at the StoryWalk

THERE BEING NO FURTHER BUSINESS, THE WORKSHOP CONCLUDED AT 8.25PM.



**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** RDG-03-09 / 250613107325**REPORT TO:** RANGIORA-ASHLEY COMMUNITY BOARD**DATE OF MEETING:** 13 August 2025**AUTHOR(S):** Shane Binder, Senior Transportation Engineer  
Joanne McBride, Roding and Transport Manager**SUBJECT:** Request approval of No-Stopping Restrictions in Highfield Lane**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
General Manager  
Chief Executive**1. SUMMARY**

- 1.1. This report seeks approval to establish the following no-stopping restriction:
  - Highfield Lane, from 6m east of the access to No. 4 around the turning head to the access to No. 7
- 1.2. Staff have received a number of service requests / complaints relating to parked vehicles along Highfield Lane and within the turning head limiting manoeuvring space for turning around.
- 1.3. These concerns have been raised following a new home-occupation business being set up along the street.
- 1.4. A resident has also reported a situation where parking in the turning head resulted in emergency services having constrained manoeuvring entering/exiting their driveway.
- 1.5. Staff have undertaken a review of the street and turning head and believe that parking in the turning head should be limited due to the constrained space available. Due to these concerns, it is recommended that stopping is prohibited at this location.
- 1.6. At the July meeting of the Rangiora-Ashley Community Board, a request was made for staff to undertake consultation with all residents along the laneway in relation to the request for no-stopping restrictions.
- 1.7. Consultation letters were sent to 8 properties along the street. In total, four responses were received.
  - Three responses from two properties supported installing no-stopping restrictions
  - One respondent did not support no-stopping restrictions being installed
- 1.8. Feedback from the consultation process has been considered and included in the updated recommendations in this report.

**Attachments:**

- i. Summary of July 2025 No-Stopping Consultation, Highfield Ln. (TRIM no. 250728137937)

## 2. **RECOMMENDATION**

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 250613107325.

*AND*

**THAT** the Rangiora-Ashley Community Board recommends:

**THAT** the Utilities and Roading Committee:

- (b) **Approves** installation of the following no-stopping restriction:

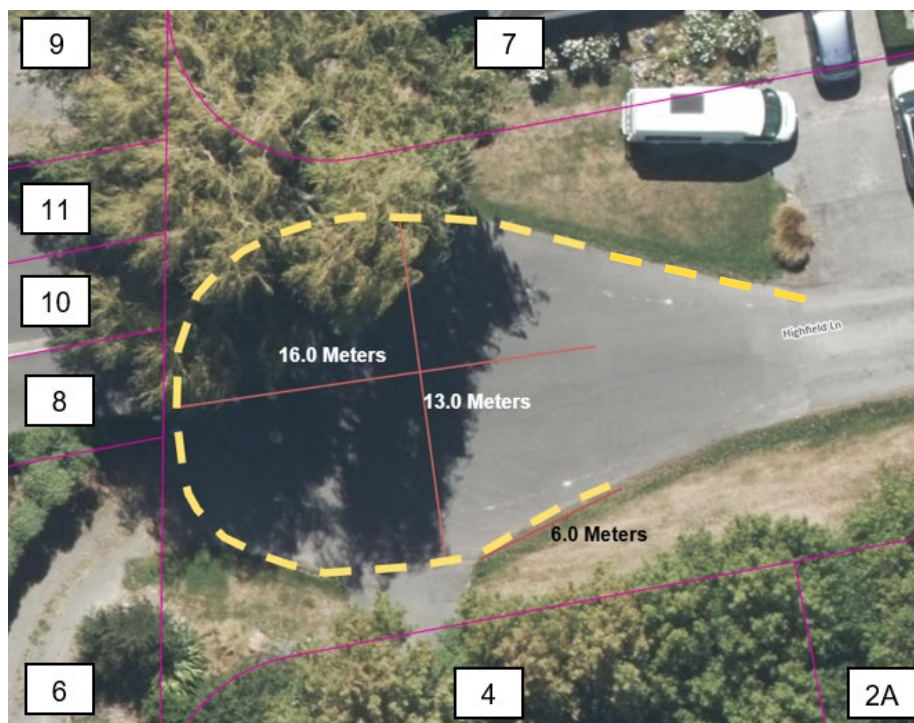
- Highfield Lane, from 6m east of the access to No. 4 around the turning head to the access to No. 7.

## 3. **BACKGROUND**

- 3.1. Highfield Lane is a low-volume residential cul-de-sac in Rangiora.
- 3.2. The lane was originally subdivided and constructed about 45 years ago. It presently provides access to 12 residential sections.
- 3.3. Highfield Lane has a sealed 3.5 – 4.0m carriageway and has no footpath or kerbing. The remainder of the road reserve is generally grassed berm and swales. The road terminates in a sealed turning head approximately 13m wide by 20m long.
- 3.4. Staff do not measure traffic volumes or speeds on all very low volume residential cul-de-sac streets like Highfield Lane. However, the Council roading database has estimated the average daily traffic on Highfield Lane to be 51 vehicles per day.

## 4. **ISSUES AND OPTIONS**

- 4.1. Addition of a home-occupation business has led to a minor increase in traffic and parking demand in the cul-de-sac.
- 4.2. Staff have received a number of service requests / complaints regarding parked vehicles along Highfield Lane and within the turning head limiting manoeuvring space for turning around, including a report of a situation where parking in the turning head resulted in emergency services having constrained manoeuvring entering/exiting their driveway.
- 4.3. Residents around the turning head were consulted on a proposed no-stopping restriction from 6m east of the access to No. 4 around the turning head to 10m east of the access to No. 9. Letters were sent to 8 properties along the laneway.
- 4.4. Three responses were received from two properties which supported extending the no-stopping restriction for the entire circumference of the turning head, while one response did not support any no-stopping restriction based on a lack of perceived issues or conflicts. Resident feedback is summarised in Attachment i.
- 4.5. Council's contractor will be engaging in drainage works along Highfield Lane in the coming months, including adding a drainage channel to the north-east corner of the turning head, in front of No. 7. This channel is intended to help convey stormwater but will also result in limiting vehicles parked on this part of the turning head from parking partially off the seal.
- 4.6. In order to provide more manoeuvring space for vehicles to safely turn around at the end of Highfield Lane and to safely balance property access with on-street parking, it is recommended that no-stopping restrictions be implemented along the extent indicated by the yellow dashed line below in Figure 1 below. This proposed restriction allows for one on-street stall on the south side, which can still be accommodated while permitting a clear turning head with unimpeded access.



**Figure 1.** Proposed extents of no-stopping restrictions, Highfield Lane

- 4.7. It is noted that the existing sealed turning head is likely not sufficiently wide for a fire appliance or rubbish collection truck (including the Council “small-lane” rubbish collection truck) to turn around in one manoeuvre, regardless of parking limitations. A resident noted that historically, Council rubbish trucks have required a three-point turn to turn around, without on-street parking present.
- 4.8. It is also noted that Council is presently considering provision of a new footpath along the north side of Highfield Lane for its entire length. Any new footpath would need to go through a formal decision making process with the Utilities & Roading Committee.
- 4.9. Following consultation, the recommended area of No Stopping has been increased to include the area through to the access to no. 7 on the north side for the following reasons:
- The entry to the cul-de-sac turning head is not sufficiently wide to permit parking on both sides of the carriageway and maintain a through traffic lane
  - Drainage works will result in limits to parking on the berm north of the turning head.
- 4.10. The Rangiora-Ashley Community Board has the following options available to them:
- 4.11. Option One: Approve the installation of no-stopping restrictions around a portion of the Highfield Lane turning head
- This option would see the Rangiora-Ashley Community Board recommend that the Utilities and Roading Committee approve the installation of no-stopping restrictions at the location shown in Figure 1.
- This is the recommended option because it improves safe manoeuvring space at the end of Highfield Lane.
- 4.12. Option Two: Approve the installation of no-stopping restrictions around the entirety of the Highfield Lane turning head
- This option would see the Rangiora-Ashley Community Board recommend that the Utilities and Roading Committee approve the installation of no-stopping restrictions around the entire cul-de-sac turning head.
- This is not the recommended option because the additional parking restriction would not contribute greatly to safe manoeuvring space at the head of Highfield Lane.

4.13. Option Three: Retain the status quo

This is not the recommended option because there are safety and access implications of not installing no-stopping restriction proposed in this report.

**Implications for Community Wellbeing**

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

These proposed improvements provide infrastructure in terms of safety improvements which provide safe access for residents within the district.

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

**5. COMMUNITY VIEWS**

5.1. **Mana whenua**

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

5.2. **Groups and Organisations**

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

Staff met with some (but not all) of the residents of Highfield Lane on 10<sup>th</sup> April 2025, to discuss their concerns and potential mitigations, including the proposed no-stopping restriction. A letter was sent out to the residents at the end of the lane (Nos. 2 A to 7) and the feedback received is summarised in Attachment i.

Following the July meeting of the Rangiora-Ashley Community Board, consultation has been undertaken with all residents along the laneway in relation to the request for No Stopping. Consultation letters were sent to 8 properties along the street. Four responses in total were received and are outlined in Attachment i

Feedback from the consultation process has been considered and included in the updated recommendations in this report.

5.3. **Wider Community**

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

The impacts of roadside management are considered to be localised and minor in nature. It is noted that no public consultation has been carried out with the wider community.

**6. OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are financial implications of the decisions sought by this report. There are minimal costs associated with installing no-stopping lines along these streets, as all it involves is line marking.

The costs are estimated to be less than \$100 and can be accommodated within the Road Maintenance budgets (Pavement Marking GL 10.270.582.2500).

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

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report are considered to be localised and minor in nature and will not have sustainability or climate change impacts.

### 6.3. **Risk Management**

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

### 6.4. **Health and Safety**

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

Physical works will be undertaken through the Road Maintenance contract. The Road Maintenance contractor has a Health and Safety Plan and a SiteWise score of 100.

## 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**

Section 2 of the Land Transport Rule: Traffic Control Devices requires a Road Controlling Authority to "authorise and, as appropriate, install or operate traffic control devices."

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

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

***Social: a place where everyone can have a sense of belonging***

- Our community has equitable access to the essential infrastructure and services required to support community wellbeing.

***Economic: a place that is supported by a resilient and innovative economy***

- Enterprises are supported and enabled to succeed.
- Infrastructure and services are sustainable, resilient, and affordable. There is a safe environment for all.

### 7.4. **Authorising Delegations**

As per Section 3 of the Waimakariri District Council's *Delegations Manual*, the Rangiora-Ashley Community Board has the delegated authority to recommend the installation of no-stopping restrictions on roads within its ward area.

The Utilities and Roading Committee has the delegated authority to approve no-stopping restrictions.

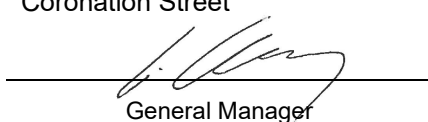
Summary of resident feedback, July 2025 Highfield Lane no-stopping consultation

Property	Feedback	Staff Notes	Summary Conclusion per Property
1 (1st email)	<p>We were in attendance at the meeting of the Rangiora Ashley Community Board meeting on Wednesday 9 July as we had been made aware of the presentation of the report recommending approval of the installation of yellow lines in the turning head of Highfield Lane.</p> <p>We are the owners of the property at XX Highfield Lane and we are also writing on behalf of our current tenant at that address expressing our views opposing the no-stopping restrictions. Our opinion has not yet directly been sought.</p> <p>We have owned this property since 2012 and have not been aware of any issues with parking in the area outside XX which is part of the area being recommended for yellow lines. There is enough space for about 3 vehicles there and these spaces have been used consistently by various residents and their visitors.</p> <p>We are aware that there have been a lot of complaints about parking in this area recently, but have yet to see any evidence of problematic parking.</p> <p>At the community board meeting last night it was mentioned that the land use has changed in the street now that our tenant is running her business from the property. However her business is classified as a home occupation business, so there actually has been no change in land use. There are other residents in the lane who run their businesses from home, and it has never been mentioned that the land use has changed for them.</p> <p>XX runs a therapeutic massage business from a cabin located on the property. She has up to 8 clients a day maximum and they predominately park on the driveway and apron, but sometimes they do use the parking available on the street.</p> <p>The rubbish trucks have always negotiated the turning in the lane by doing a three-point turn type manoeuvre and we have never heard of any issues with this. Other bigger trucks - moving trucks, trucks bringing building materials etc tend to reverse into the lane to avoid the need for a turn; and this occurs infrequently.</p> <p>The turning head is the only safe space on the whole lane for on-street parking. If the lines are installed at the turning head which is the widest part of the lane, it may cause people to park dangerously on the narrow one-lane section of the road.</p> <p>We agree that yellow lines could be useful for the south side of the lane - from 6m east of the access to No.4 around to 1m east of the access to No.9. If this was to happen, another compromise could be to put parking restrictions on the section from No.9 to No.7 for the period of time that the rubbish trucks will be collecting - ie Friday 7am-5pm.</p> <p>It is concerning that permanent restrictions may be driven by a small group of residents who may not be directly affected by the loss of parking availability. While residents may change over time, the impact of these measures would be enduring.</p> <p>We respectfully ask that the Council and the Board reconsider the scope and permanence of the proposed yellow lines and give due weight to the long-standing, safe use of the space in question.</p>	<p>Status of home-based business has been updated in the report.</p> <p>Time-based parking restrictions are not recommended due to (1) potential for driver confusion around applicability, and (2) the need for other larger vehicles (e.g., delivery trucks, emergency responders) to turn around at any time, not just on rubbish collection days.</p>	Not supportive of No Stopping
1 (2nd email)	<p>Regarding the proposed yellow line implementation at Highfield Lane, Rangiora.</p> <p>We have had one other thought around a possible solution.</p> <p>Installation of line painted parking spaces along the turning head from east of the access to No.9 to the access to No.7 would clearly show when cars are parked legally and will reduce the amount of vexatious complaints.</p>	<p>Staff note that installation of an asphalt bund in this area for drainage purposes will discourage vehicles from parking off the seal; as a result parking here will be fully on the seal and obstruct manoeuvres in the turning head.</p>	
2 (1st owner, 1st email)	<p>I appreciate that the Council is considering ways to improve safety and manoeuvrability in our lane, particularly given the challenges that have arisen since the commercial business began operating here.</p> <p>However, after reviewing the map, I'm concerned that the current proposal does not fully address the issue. The yellow lines only extend partway around the turning bay and stop short on both sides as the bay transitions into the bottleneck area. Unfortunately, this is precisely where the greatest obstruction tends to occur (often with one or two cars parked within and behind that zone), significantly impacting visibility and manoeuvrability for residents and service vehicles.</p> <p>This partial coverage undermines the intended safety improvements. For example, when we recently needed an ambulance for our son, the vehicle was unable to safely reverse out of our driveway due to a car parked into that exact area. The ambulance driver had to perform multiple difficult manoeuvres, including driving over a neighbour's driveway, just to exit safely. This situation illustrates why full coverage around the entire turning bay (including the lead-in and bottleneck area) is critical.</p> <p>If yellow lines are to be introduced, they need to be done in a way that truly resolves the problem, not just partially mitigates it. Otherwise, the effort and resources spent will not result in the safety or accessibility improvements that residents are relying on, particularly with a commercial operation now increasing traffic and parking pressure in the lane.</p> <p>Could you please clarify if there are any specific constraints that prevented the lines from extending fully around the bay? If not, we would strongly request that the proposed no-parking zone be expanded to include the entire turning circle and adjacent bottleneck areas to ensure proper access, visibility, and safety for all.</p> <p>Otherwise, we suggest alternative safety mitigation measures be devised.</p>	<p>Staff note that vehicle(s) parked in the entry to the turning head are not likely to impact turning manoeuvres, given the elongated shape of the turning head (13m wide and ~20m long).</p> <p>Such vehicle(s) also are sufficiently far from vehicle crossings to minimise impacts on property access (noting most vehicle crossings in the District have ~1m clearance to parking on either side as per the Road User Rule).</p> <p>Any parked vehicle that is obstructing through traffic is an issue separate from the turning head manoeuvring, and is applicable to the remainder of the Highfield Lane carriageway east to Buckleys Rd. The carriageway is 3.5-4.0m wide so a vehicle can park partially on the berm without blocking through traffic. Should the Community Board wish to extend no-stopping restrictions through the turning head entry and length of Highfield Lane, this can be pursued separately.</p>	

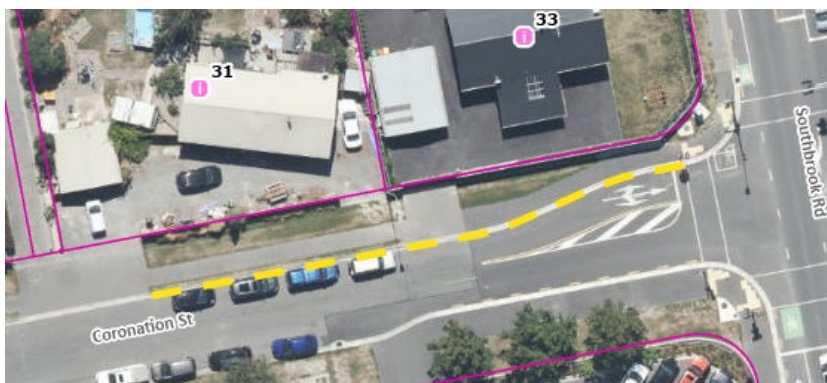
Summary of resident feedback, July 2025 Highfield Lane no-stopping consultation

Property	Feedback	Staff Notes	Summary Conclusion per Property
2 (2nd owner)	<p>I refer to your letter Ref RDG-28 / 250711126523 dated 11 July 2025. You will note from your records that I am part-owner of the property XX Highfield Lane, Rangiora 7400.</p> <p>As a resident and ratepayer residing at XX Highfield Lane, Rangiora 7400 I would like to see the 'yellow lines' extended to encompass the whole of the turning circle as shown in the attached drawn on letter. If you are going to consider no-parking restrictions and yellow lines then they should be extended as depicted.</p> <p>Nobody (except outside Lotus Massage) park along Highfield Lane as there is no space. I note that Lotus Massage has plenty of space in their own drive for customers to park - just as we all have. That would also mean that her customers would not need to either climb up the grassy bank (especially when wet) and/or walk around, up her drive then across the grass to her room.</p> <p>To make no-parking restrictions and have yellow lines would only be beneficial if the lines are extended as depicted on the attached letter.</p> <p>Also attached are various photos so you can visualise my comments above:</p> <ul style="list-style-type: none"><li>- Photo 1 shows how I left my drive yesterday - no visibility as to what may be coming or going</li><li>- Photo 2 - shows how the rubbish truck has to manoeuvre around the parked cars</li><li>- Photo 3 - I spent ages being blocked up my drive whilst the Gas Truck battled to turn, reverse, let me through and get up the drive. Photo 3 also shows how the verge is being destroyed.</li><li>- Photo 4 - taken this morning shows how houses 9, 10 &amp; 11 should be able to leave their drive - no obstruction of visibility and if NO cars are parked at Lotus Massage then the bin trucks will easily be able to do their bin pick-ups later in the day.</li></ul> <p>I trust my submissions will be taken into consideration. I am happy to meet in person or attend any proposed meeting.</p> <p>I know my views are shared by most of the Lane.</p>	<p>Note previous comments on manoeuvring space for large vehicles, and access/visibility at vehicle crossings.</p>	Supportive of No Stopping
2 (1st owner, 2nd email)	<p>I'm not sure if you're aware, but the proposed yellow lines form part of a broader and ongoing request for improved safety measures and infrastructure upgrades on Highfield Lane.</p> <p>After speaking with several neighbours, I can share that the general consensus is this that: no-stopping lines around the full turning bay would be a welcome and meaningful safety improvement but only if they extend around the entire bay. The current partial proposal doesn't go far enough to mitigate the safety risks, and as such, would be ineffective. In short, if it's not implemented fully, it risks becoming a waste of both council resources and taxpayer funding.</p> <p>We appreciate your engagement on this matter and urge you to consider a more complete restriction for the turning bay in line with what the residents are requesting.</p>	<p>Note previous comments on manoeuvring space for large vehicles, and access/visibility at vehicle crossings.</p>	
3 (email)	<p>I'll just make my email short but we do not agree with the area of the yellow lines in the turning bay.</p> <p>They yellow lines don't cover the area where the main issue is. If you drive past, you will see the attempts of parking the grass berm that has been ruined (tyre marks and mud) its the only part of the whole street where the berm has been completely ruined.</p> <p>We have lived here for over 10 years now, Highfield Lane is such a beautiful, peaceful street never having any issues in the past and absolutely love living here.</p> <p>I'm not sure if you have any other suggestions but if things could go back to how they were prior to the massage business opening this year would be amazing. There were never any parking issues, safety issues or random vehicles attempting to park multiple times a day (I've even seen the clients park on an angle and once almost reversing over me as I walked out of my drive oblivious to be and no familiar with the area)</p>		Supportive of No Stopping
3 (phone call)	<p>By phone, the resident requested that the no-stopping restriction either be reduced (because they will rarely park their campervan on the north side of the turning head when moving vehicles or have visitors park there) or extended to include the entirety of the turning head because of the issues with business parking at the eastern end of the turning head (the entry from the road).</p>	<p>Note previous comments on manoeuvring space for large vehicles, and access/visibility at vehicle crossings.</p>	



**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** RDG-03-09 / 250730140367**REPORT TO:** RANGIORA-ASHLEY COMMUNITY BOARD**DATE OF MEETING:** 13 August 2025**AUTHOR(S):** Joanne McBride, Roding and Transport Manager  
Shane Binder, Senior Transportation Engineer**SUBJECT:** Request to Approve Consultation on a No-Stopping Restriction for Coronation Street**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
General Manager  
Chief Executive**1. SUMMARY**

- 1.1. This report is to provide background in relation to concerns about parking on Coronation Street, and to seek approval to consult with residents in relation to installation of “No Stopping” lines, to the west of the Southbrook Road intersection.
- 1.2. Concerns have been raised in relation to the road being too narrow to accommodate two lanes traffic, confusion about cars parked near the intersection or queuing, and visibility when exiting driveways. There have been six service requests related to this issue since 2023.
- 1.3. Coronation Street is a local road with a number of businesses in the immediate area and as such there is a need to balance accommodating through traffic and on-street parking.
- 1.4. As part of the Southbrook Road / Coronation Street intersection design, Coronation Street was designed to operate with a narrow roadway to encourage slower speeds and discourages rat-running traffic via Buckleys Road.
- 1.5. Having side friction from parking and limited lane width means that drivers are required to proceed carefully and drive courteously, similar to other local streets in the district.
- 1.6. Consideration has been given to the area where no stopping could be implemented. And it is recommended that consultation be undertaken on installing No Stopping for a length of 55m between the driveway to no. 31 and Southbrook Road, as per Figure One below. This would remove four on-street car parks.

*Figure One – Coronation Street area for proposed No Stopping for consultation*



- 1.7. It is important to balance removal of parking with the wider impacts on the area. If all parking was to be removed from one side of the road, then this would leave a wide and attractive street which would encourage larger volumes of traffic and increase rat running through Buckleys Road.
- 1.8. Targeted consultation is proposed to be undertaken with residents along the length of Coronation Street and businesses in the area and will include online information / survey form for general public feedback.

## 2. **RECOMMENDATION**

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 250730140367.

*AND*

**THAT** Rangiora-Ashley Community Board recommends:

**THAT** the Utilities and Roading Committee:

- (b) **Approves** staff proceeding with consultation on the installation of No Stopping for a length of 55m between the driveway to no. 31 and Southbrook Road.
- (c) **Notes** that targeted consultation will be undertaken with residents along the length of Coronation Street and businesses in the area and will include online information / survey form for general public feedback.
- (d) **Notes** that a further report will be submitted to the Community Board with the results of the consultation feedback.

## 3. **BACKGROUND**

- 3.1. There have been six service requests related to the operation of Coronation Street since the traffic signals at the Southbrook Road intersection were installed in 2023. These service requests have raised the following concerns:
  - The road being too narrow to accommodate two-way traffic.
  - Confusion about whether cars are parked on the northern side of the road leading into the intersection, or if they are queued waiting for the traffic signals.
  - Visibility for residents exiting their properties along Coronation Street due to on street parking.
- 3.2. Coronation Street is a local road with an average daily traffic volume of 660 vehicles/day measured in 2022 and a carriageway width varying between 7.5 and 8.7 m. There is a mixture of businesses and residences on the block approaching the Southbrook intersection, and as such there is a need to balance accommodating both through traffic and on-street parking demand.
- 3.3. When the Southbrook Road / Coronation Street intersection design was undertaken, Coronation Street was intentionally designed to operate with a narrow roadway. This encourages low speeds and discourages rat-running traffic to and from Southbrook via Buckleys Road, in particular during peak hours when congestion occurs on Southbrook Road and drivers are more likely to seek "quicker routes." This focus on reducing rat-running was intended to address concerns that arose from consultation with residents of Buckleys Road and Coronation Street on the intersection upgrade.
- 3.4. Having the side friction of parking and limited lane width means that drivers are required to proceed carefully and drive courteously, similar to other local streets in the district.

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

- 4.1. It is very important to balance removal of parking with the wider impacts on the area.
- 4.2. If all parking was to be removed from one side of the road, then this would leave a wide and attractive street which would encourage larger volumes of traffic, increased speeds and increase rat-running through Buckleys Road.
- 4.3. It is proposed that targeted consultation be undertaken with residents along the length of Coronation Street and businesses in the area, and will include online information / survey form for general public feedback.
- 4.4. The consultation will cover a no-stopping restriction proposed for the north side of Coronation Street between the driveway to No. 31 and Southbrook Road, as shown below in Figure Two.

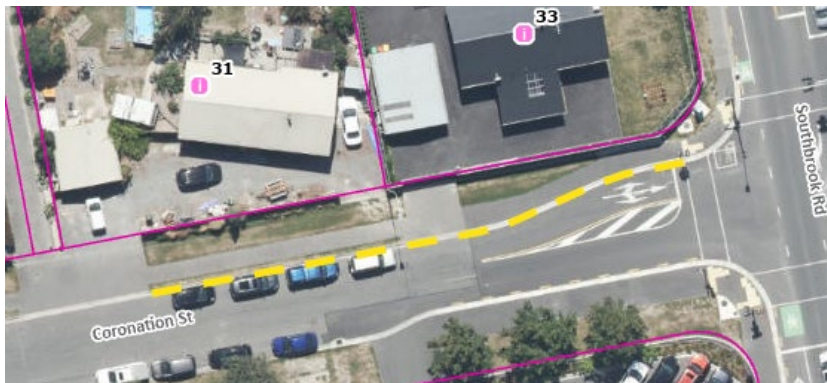


Figure Two: Proposed no-stopping restriction

- 4.5. The following options are available to the Community Board:
  - 4.5.1. Option One – Approve consultation on No Stopping Restrictions  
 This option would result in consultation being undertaken with residents and businesses on Coronation Street, and feedback being gathered to inform a decision on whether No Stopping restrictions should be installed.  
 This is the recommended option as it provides directly affected residents with an opportunity to provide feedback, and for this feedback to be further considered.
  - 4.5.2. Option Two – Decline the request to consult on No Stopping Restrictions  
 This option would result in consultation not being undertaken and the status quo would remain.  
 This is the not the recommended option as it does not allow for feedback from the Community to be considered.
- 4.6. It is noted that should consultation be approved, then a further report would be brought back to the Community Board outlining the feedback received.

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

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

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

## 5. **COMMUNITY VIEWS**

### 5.1. **Mana whenua**

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

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

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

### 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.

As this is a local road, through traffic is not encouraged in the area. Making the route more attractive to through traffic could negatively impact the wider area, including Buckleys Road.

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

### 6.1. **Financial Implications**

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

There are staff time costs associated with consultation, gathering feedback and preparing reports. These costs are allowed for within current unit budgets, and are 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.

There is a risk that the installation of No Stopping may result in a wide and attractive street which would encourage larger volumes of traffic and increase rat running through Buckleys Road. Therefore, it will be very important to balance removal of parking with the wider impacts on the area.

### 6.4. **Health and Safety**

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

Road marking is carried out through the Road Maintenance Contract, with the contractor required to be SiteWise accredited.

## 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**

Section 2 of the Land Transport Rule: Traffic Control Devices 2004 requires a Road Controlling Authority to "authorise and, as appropriate, install or operate traffic control devices."

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

The Council's community outcomes are relevant to the actions arising from recommendations in this report. In particular, the following community outcomes are of relevance to the issue under discussion:

***Social: a place where everyone can have a sense of belonging***

- Our community has equitable access to the essential infrastructure and services required to support community wellbeing.

***Environmental: a place that values and restores our environment***

- People are supported to participate in improving the health and sustainability of our environment.
- The natural and built environment in which people live is clean, healthy and safe.
- Our communities are able to access and enjoy natural areas and public spaces.

### 7.4. **Authorising Delegations**

As per Part 3 of the Waimakariri District Council's *Delegations Manual*, the Rangiora-Ashley Community Board has the delegated authority to maintaining an overview of services provided by the Council such as road works, water supply, sewerage, stormwater drainage, parks, recreational facilities, community activities, and traffic management projects within the community.

The Utilities and Roading Committee has the delegated authority to consider Roading and Transportation matters, including road safety, multimodal transportation and traffic control.

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

**FILE NO and TRIM NO:** RES-01-12/250721132683

**REPORT TO:** RANGIORA - ASHLEY COMMUNITY BOARD

**DATE OF MEETING:** Wednesday 13 August 2025

**AUTHOR(S):** Maria Edgar, Assets Officer – Greenspace

**SUBJECT:** 9 Elm Drive, Rangiora – Tree removal

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

  
General Manager

  
Chief Executive

**1. SUMMARY**

- 1.1. The purpose of this report is to provide the Rangiora-Ashley Community Board with information to allow a decision to be made on the future of the Elm (*Ulums hollandica* 'Lobel') tree situated at 9 Elm Drive, Rangiora.
- 1.2. The property owner of 9 Elm Drive, Rangiora has previously raised concerns about the Elm tree planted in front of his property on Council land. Attachment i) *9 Elm Drive Deputation to Rangiora-Ashley Community Board 11 June 2025*, slide 5, details previous interactions with Waimakariri District Council.
- 1.3. The property owner's concerns include the trees' positioning and growth, the quality of natural light entering the kitchen and living room areas, potential tree root impact to the property, the density of the tree, its' overbearing stature and the negative effect upon his quality of life.
- 1.4. In response to previous Service Requests, the Elm tree located adjacent to the property has been pruned at their request. Following the most recent Service Request (SR17725), the property owner requested that the tree be assessed with a focus on the Council taking meaningful steps to eliminate the ongoing negative impact the tree has on their property and ability to enjoy it. A site visit was conducted on Thursday 22 May 2025, with Parks and Facilities Team Leader Ken Howat and Parks Contract Liaison Officer Ed Sard, with the property owner in attendance to discuss his concerns and assess the tree.
- 1.5. In addition to the site visit a Visual Tree Assessment (VTA) was completed by our Contractor, which recommended that "...the Upright elm) be retained and maintained in accordance with Waimakariri District Council specifications". The VTA went further stating that "...the tree is in good condition and contributes significantly to the local streetscape. No removal or topping appears warranted or necessary currently." Attachment iii) *Visual Tree Assessment (VTA) for 9 Elm Drive, Rangiora* contains full details of the VTA,
- 1.6. The property owner presented a deputation to the Rangiora – Ashley Community Board on Wednesday 11<sup>th</sup> June 2025 regarding the tree outside their property. Concerns were raised about the tree being located close to the property boundary, year-round shading issues and invasion of tree roots. Attachment i) *9 Elm Drive Deputation to Rangiora-Ashley Community Board 11 June 2025* contains the full details.
- 1.7. To this point there is limited evidence that the tree has caused damage to the property and its health is in good condition. From a health and safety perspective, the tree is not causing any immediate concern.

- 1.8. A Council owned tree is only to be removed if it is dead, dying or diseased or causing damage to council infrastructure or private property. As detailed in Attachment iv) *Waimakariri District Council's Street and Reserve Trees Policy - 4.4 Removal of Street Trees*, the removal of a healthy tree will only be considered in the following circumstances and even then, only when all options for retaining the tree have been eliminated:

- Where it causes severe hardship consistent with District Court decisions.
- Where it causes severe disruption to essential services.
- Where it is necessary for a street tree redevelopment plan to be implemented; and
- Where it is necessary for the realignment/reformation of a footpath.

Attachments:

- i. 9 Elm Drive Deputation to Rangiora-Ashley Community Board 11 June 2025 (TRIM Number: 250721132630)
- ii. Email Tree Complaint No 9 Elm Drive Rangiora (TRIM Number: 250721132634)
- iii. Tree images for 9 Elm Drive, Rangiora (TRIM Number: 250721132655)
- iv. Visual Tree Assessment (VTA) for 9 Elm Drive, Rangiora (TRIM Number: 250721132659)
- v. Waimakariri District Council's Street and Reserve Trees Policy (TRIM Number: 250721132664)
- vi. Waimakariri District Council's Engineering Code of Practice – Part Ten Reserves, Landscapes and Open Spaces (TRIM Number: 250721132667)
- vii. Waimakariri District Council's Standard Specification – Tree Planting (TRIM Number: 250721132670)

## 2. **RECOMMENDATION**

**THAT** the Rangiora – Ashley Community Board

- (a) **Receives** Report No. 250721132683
- (b) **Approves** the retention of the Elm Tree and maintain it in accordance with Waimakariri District Council specifications.
- (c) **Notes** that the retention of the Elm Tree is consistent with Waimakariri District Council's Street and Reserve Trees policy.
- (d) **Notes** that the retention of the Elm Tree is also consistent with the Visual Tree Assessment (VTA) recommendation.

## 3. **BACKGROUND**

- 3.1. The Elm tree forms part of the mature tree avenue that have been established along the length of Elm Drive, Rangiora. The trees were planted as part of the Elm Drive development. The trees define the tree landscape along the length of Elm Drive softening the built form and providing landscape interest, with shading benefits in the summer and refuge for wildlife. The Elm tree in question should not be assessed in isolation from the other Elms planted along the Drive.
- 3.2. The Elm Drive subdivision was developed circa 2005. Trees are normally planted prior to residential lot titles being issued. The District Plan requires us to plant trees on both sides of residential roads.
- 3.3. The original property owner had the option to design the house and section layout so tree shade wouldn't be a significant issue at the property. There is plenty of scope for outdoor living space in the northwest portion of the section where there is no street tree.

- 3.4. The current occupants took ownership of the property at 9 Elm Drive on Friday 27 May 2016. The Elm tree was already planted in front of the property at the time of purchase, as well as there being other Elm trees planted along Elm Drive, Rangiora.
- 3.5. Waimakariri District Council has received four separate service requests for the pruning and monitoring of the Elm tree at 9 Elm Drive, Rangiora. The first service request was lodged 19 May 2021, the second 26 July 2021, the third 9 August 2023 and the fourth on 8 May 2025.
- 3.6. 4.4 *Removal of Trees* in the *Street and Reserves Trees Policy*, Attachment iv) of this report, states where residents claim healthy street trees are having a negative impact upon their properties, the procedure below will be followed:
  - The tree/s will be inspected by a Council Greenspace Team advisor to ascertain the problem/s
  - Any appropriate works will be carried out by Council's approved tree contractor at the Council's expense. Appropriate works are defined as those necessary to alleviate the problem/s, although not to the extent that the natural attractive form, health or stability of the tree is compromised in the operation.
- 3.7. A site visit was conducted on Thursday 22 May 2025 with Parks and Facilities Team leader Ken Howat, Parks Contract Liaison Officer Ed Sard and the property owner to assess the tree impacts on the property. In addition to the site visit, a Visual Tree Assessment (VTA) was completed by Council's contractor, who recommended that the tree be retained and maintained in accordance with Waimakariri District Council specifications.
- 3.8. The property owner presented a deputation to the Rangiora – Ashley Community Board on Wednesday 11<sup>th</sup> June 2025 regarding the tree outside their property at 9 Elm Drive, Rangiora, where concerns were raised about the tree being located close to their property boundary, year-round shading and invasion onto their property of the Elm tree roots. Attachment i) *9 Elm Drive Deputation to Rangiora-Ashley Community Board 11 June 2025* contains full details of the deputation.
- 3.9. The Council heard from a resident of Elm Drive, who is not impacted by shading, expressing concern regarding the potential removal of the street tree. The resident highlighted the overall amenity value of the Elm trees along the street and had concerns that removal of the tree may establish a precedent, potentially leading to further requests for tree removal in the area.
- 3.10. A further email from the resident of Elm Drive, was received on Wednesday 2 July 2025, once again, raising concerns of potential tree removal and noting that the property owner would have been "...fully aware of the tree when he purchased the property some 8 years ago. In addition, he has himself planted some substantial greenery on his grounds in the vicinity of this tree, which weakens his suggestion that shading is adversely affecting his property". Refer to Attachment ii) *Email Tree Complaint No 9 Elm Drive Rangiora*.

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

- 4.1. Greenspace maintain that tree removal is always a last resort. In alignment with the Street and Reserve Trees Policy, section 4.4 "Removal of Street Trees", the removal of a healthy tree will only be considered under specific circumstances, and only after all options for retaining the tree have been exhausted. These circumstances include:
  - Severe hardship consistent with District Court decisions.
  - Severe disruption to essential services.
  - Implementation of a street tree redevelopment plan; or
  - Realignment or reformation of a footpath.

- 4.2. The issues raised in the deputation are addressed in the following three points 4.3 to 4.5.

4.3. **Issue One: Tree location close to the boundary.**

The tree in question is situated on the grass reserve adjacent to 9 Elm Drive, Rangiora, within a Medium Residential area as defined by Waimakariri District Council Partially Operative District Plan.

The canopy of the tree is almost entirely over the grass berm with a very small number of secondary branches extending beyond the boundary line of the adjacent property.

Trees in new subdivisions must not be planted within 2 metres of any sewer lateral and have a 0.9 metre separation from underground services, which may limit street planting to one side of the road to gain the necessary clearance.

Street trees need a minimum berm width of at least 1.5 metres. The tree located at 9 Elm Drive is on a grassed berm approximately 1.5 metres off the property boundary fence.

Figure 3 in the VTA (page 4 of 12) show tree images of the tree outside 9 Elm Drive where the tree has been historically pruned from the boundary causing minimal boundary encroachment.

4.4. **Issue Two: Shading problem rapidly increasing and impacting negatively on health and wellbeing.**

The property owner raised concerns regarding the quality of natural light entering the kitchen and living room areas, its' overbearing stature and the negative effect upon his quality of life.

Attachment iii) *Tree images for 9 Elm Drive, Rangiora* of this report has three images taken Tuesday 1 July 2025 at approximately 1:15pm demonstrating that natural light can enter the property.

Noting comments from the resident at 10 Elm Drive that the property owner would have been aware of the tree at the time he purchased the property and in addition, the property owner has planted trees which are substantial in the vicinity of the Elm tree in question. Attachment iii) *Figure 3* yellow arrows indicate private tree plantings.

While the Council is aware that street trees can create issues for residents from time-to-time, such as shading, is considered part of what trees do by their very nature and the inconvenience, they may cause, is outweighed by the benefits they provide.

4.5. **Issue Three: Invasion of tree roots onto the property.**

The deputation to the Rangiora – Ashley Community Board noted that the Elm tree roots were taking nourishment from their garden and sprouting shoots in the garden, their lawn and near the water main.

Very rarely will tree roots damage pipes if they are constructed from modern materials such as plastic jointed or welded pipes. Roots can be attracted to water pipes due to condensation in the trench but cannot enter the pipes unless it is already damaged.

Roots from street trees will rarely damage house foundations as they are seeking water, nutrients and oxygen.

- 4.6. The issues raised by the property must be supported with evidence and demonstrate that the tree is causing undue or severe obstruction as detailed in sections of the Property Law Act 2007 (the Act).

- 4.7. Section 333 of the Act provides the District Court with the discretion to require the owner of the land which trees are located to trim or remove the trees.



- 4.8. Section 335 of the Act states that the court may order the removal or trimming trees, if the tree:
- Poses an actual or potential risk to the property owners' life or health or property.
  - Unduly obstructs the property owners' views, or
  - Unduly obstructs the property owner using the land for the purposes of growing trees or crops, or
  - Unduly interferes with the use and enjoyment of the property owners' land due to the fall of leaves, flowers, fruit or branches, or shade or interference with access to light, or
  - Undue interference with any drain or gutter on the property owners' land due to obstruction by fallen leaves, flowers, fruit, or branches, or by the root system of a tree, or
  - Causes any other undue interference with the reasonable use and enjoyment of the property owners' land.
- 4.9. In determining whether an obstruction is 'undue' the Court must consider the meaning of the word 'undue'.
- 4.10. Under section 336 of the Act, the Court must (when dealing with trees) have regard to:
- The interest of the public in maintaining an aesthetically pleasing environment
  - The desirability of protecting public reserves containing trees
  - Any historical, cultural or scientific significance of the tree, or
  - Any likely effect of the removal or trimming of the tree on ground stability, the water table or runoff.
- 4.11. For the purposes of this report the words 'undue' or 'unduly' and 'severe' are interchangeable. Undue means more than necessary, acceptable or reasonable. Unwarranted or inappropriate. Severe means unsparing, harsh, strict and is used to describe something that is enforced without indulgence or slackness and may suggest harshness.
- 4.12. It is important to note that our natural infrastructure, in this case street trees, helps to:
- Regulate our climate
  - Improve water quality and regulate flooding.
  - Support biodiversity

While also supporting cultural values, health and wellbeing, improving biodiversity, providing economic opportunities and resilience.

- 4.13. The removal of trees can have a variety of negative effects, including an altered climate, acceleration of soil erosion, and a variety of difficulties for natural ecosystems.
- 4.14. The Waimakariri Natural Environment Strategy (WNES) is the Council's local response to the degradation of important natural ecosystems and species being reported across the world, including within our District.

- 4.15. The WNES provides a high-level framework to guide council's work in protecting and restoring the natural environment over the next 30 years. Roles range from developing plans and carrying out the work, to supporting the efforts of others, educating people about the issues and opportunities, and advocating for change, both at a local and national level.
- 4.16. One of the WNES actions Greenspace is tasked with are new targets for additional tree planting to increase the size of urban tree canopies (approximately 12,000 more specimen trees by 2033) and increased indigenous biodiversity planting on Council reserves.
- 4.17. Council officers do not recommend removal of the Elm) tree for the following reasons:
- The tree adds character and amenity value to Elm Drive, Rangiora and the neighbourhood, and, as part of the group planting, are in keeping with the overall look of the Drive.
  - Elm are deciduous and lose their leaves at the end of the growing season, becoming dormant during the Winter. Therefore, any shading they may produce is minimised during the colder months of the year. Conversely, the benefits of shade produced by trees during the warmer months by reducing the ambient air temperature, lessening the UV exposure of homes, minimising ground water loss from surrounding gardens and absorbing air and waterborne contaminants means that the trees positively modify the environment by growing new leaves and creating shade.
  - All the Council's Tree assets are captured in a maintenance pruning programme and are monitored throughout the year for any additional pruning requirements. There is also opportunity for the property owner to lodge a *Service Request* or *Snap Send Solve* should they believe the tree outside their property requires further pruning.
- 4.18. Taking into account the issues raised by the property owner, the Rangiora – Ashley Community Board is being asked to consider the following options:

**Option One: The Rangiora – Ashley Community Board could approve the retention of the Elm tree**

Retention of the tree preserves its aesthetic and environmental significance, adding character and amenity value to Elm Drive and the neighbourhood. What is more, as part of the group planting, it is in keeping with the overall look of the Drive.

Removal of the tree would be contrary to the Council's Street and Reserve Trees Policy. A council tree is only to be removed if it is dead, dying, or diseased or causing damage to council's infrastructure or private property.

The issues raised by the property owner must be supported with evidence and demonstrate that the tree is causing undue or severe obstruction. To this point there is limited evidence that the tree has caused damage to the property and its health is in good condition.

**Option Two: The Rangiora – Ashley Community Board could approve the retention of the Elm tree and insert root guard inside the owner's property.**

Root guard could be inserted along the owner's side of the fence. This option would not be an ideal outcome for either the tree or the Council in terms of optimum asset management.

Based on the VTA findings conducted by the contractor, if the tree was to be significantly pruned, with roots removed and root guard installed to reduce entry into the property this would be detrimental to the health of the tree and in time it would die.

**Option Three: The Rangiora – Ashley Community Board could approve the removal of the Elm tree and not replace it.**

The removal of a healthy tree will only be considered in the following circumstances and even then, only when all options for retaining the tree have been eliminated. The following circumstances are taken into consideration when determining if a tree/s should be removed.

- **Where it causes severe hardship consistent with District Court decisions**

Section 335 of the Act states that the District Court may order the removal or trimming if the tree/s poses an actual or potential risk to the property owners' life or health or property. No evidence proving actual or potential risk to life or health or property to the property owner has been provided.

The removal or trimming of trees may be ordered by the District Court if the tree/s unduly interferes with the use and enjoyment of the property owners' land due to the fall of leaves, flowers, fruit or branches, or shade or interference with access to light.

The property owner works from home most of the working week and claims the property is shaded daily from 10:30am to 2:30pm, changing with different seasons. It is important to note that the Elm tree was already planted in front of 9 Elm Drive when the property owner purchased the property. It is important to note that the issues raised must be supported with evidence and demonstrate that the tree is causing undue or severe obstruction.

**Option Four: The Rangiora – Ashley Community Board could approve the removal of the Elm tree and replace it with an alternative species.**

The property owner would prefer the Elm tree be removed and replanted with a species in keeping with Elm Drive. Most tree species planted along Elm Drive are Elm (*Ulmus*) trees with a few Cabbage trees (*Cordyline australis*), Southern Magnolia's (*Magnolia grandiflora*) and a mixed selection of Oak (*Quercus*), Cherry Blossom (*Prunus*), Alder (*Alnus*), American Sweetgum (*Liquidambar styraciflua*), Ribbonwood (*Plagianthus regius*), Pittosporum, Hornbeam (*Carpinus betulus*), European Beech (*Fagus sylvatic*) and Mahogany trees (*Swietenia macrophylla*).

**Table 1: Alternative tree species**

SPECIES	MATURE HEIGHT	PROS	CONS
Elm ( <i>Ulmus</i> )	Up to 35 metres	Fast growing. Ability to reduce air pollution. Provides habitats for bird and small wildlife. Ability to tolerate a variety of soil and climate conditions.	Susceptible to Dutch Elm disease. Prone to aphids. Shallow root systems which can cause them to become unstable.
Cabbage Tree ( <i>Cordyline australis</i> )	Between 10 to 20 metres	Fast growing. The trunk is fire resistant. Drought and flood tolerant. Low maintenance.	Leaves cause damage to mowing machinery. Susceptible to leaf spot, aphids, mealy bugs and scale.
Southern Magnolia ( <i>Magnolia grandiflora</i> )	Between 18 to 24 metres	Drought tolerant. Aesthetic appeal with evergreen foliage and fragrant flowers.	Slow growth rate. Requires high maintenance due to pollution and soil compaction.

SPECIES	MATURE HEIGHT	PROS	CONS
		Ability to tolerate a variety of soils. Can survive for many years.	Tree roots can be invasive in an urban setting. High watering requirements when juvenile.
Oak ( <i>Quercus</i> )	Up to 45 metres	Very resilient and more disease resistant. Can survive for many years. Provides habitats for bird and small wildlife. Tree roots stabilise the soil.	Produce an abundance of acorns requiring ongoing cleanup. Requires ongoing pruning maintenance. Tree roots can be invasive in an urban setting.
Cherry Blossom ( <i>Prunus</i> )	Up to 12 metres	Fast growing. Aesthetic appeal with a naturally attractive shape. Ability to tolerate a variety of soils and climate conditions. Provides habitats for bird and small wildlife.	Tree roots can be invasive in an urban setting. Shallow root systems which can cause them to become unstable.
Alder ( <i>Alnus</i> )	Between 20 to 30 metres	Fast growing. Ability to fix nitrogen, enriching the soil for other plants. Provides habitats for bird and small wildlife. Tree roots stabilise the soil. Low maintenance.	Short lived 20 to 60 years. Better suited to cool damp environments. Susceptible to alder dieback. Pollen can cause allergens.
American Sweetgum ( <i>Liquidambar styraciflua</i> )	Between 18 to 24 metres	Aesthetic appeal with unique leaf shape and vibrant autumn colour. Provides shading during the hot months. Provides habitats for bird and small wildlife. Ability to withstand strong winds.	Tree roots can be invasive in an urban setting. Short lived in an urban setting due to pollution and soil compaction. Produce spiky seed balls in autumn requiring ongoing cleanup.
Ribbonwood ( <i>Plagianthus regius</i> )	Between 17 to 25 metres	Fast growing. Drought tolerant. Ability to tolerate a variety of soils. Provides habitats for bird and small wildlife.	Requires regular pruning. Juvenile trees require regular watering to support growth.
Pittosporum	Between 2.4 to 4 metres	Fast growing. Can survive for many years.	Susceptible to root rot. Susceptible to infestations like

SPECIES	MATURE HEIGHT	PROS	CONS
		Ability to tolerate moderate to heavy frosts once mature.	thrips, shield-bugs, nematodes, cottony cushion scale, mealy bugs, aphids and spider mites. Requires a specific watering regime when juvenile.
Hornbeam ( <i>Carpinus betulus</i> )	Between 12 to 18 metres	Aesthetic appeal in all seasons. Provides habitats for bird and small wildlife. Low maintenance. Frost hardy. Responds well to hard pruning.	Susceptible to powdery mildew, coral spot, honey fungus, caterpillars and aphids.
European Beech ( <i>Fagus sylvatic</i> )	Between 15 to 24 metres	Aesthetic appeal and vibrant autumn colour. Provides habitats for bird and small wildlife. Ability to reduce air pollution. Ability to sequester carbon.	Slow growth rate. Tree roots can be invasive in an urban setting. Requires regular pruning to maintain their shape. Susceptible to beech scale insect.
Mahogany ( <i>Swietenia macrophylla</i> )	Between 40 to 60 metres	Ability to withstand strong winds. Ability to tolerate a variety of soils. Provides shading during the hot months.	Slow growth rate. Requires regular pruning to reduce lateral growth. Requires a specific watering regime when juvenile.

The approximate cost to remove and replace one tree is **\$3,000**, as per *Table 2: Approximate tree removal and replanting costs*, which has not been budgeted for in the Annual Plan/Long Term Plan.

Whilst this is a relatively modest standalone cost, there is a real risk the removal and replanting of this tree will set a precedence along Elm Drive and other urban streets within the district impacting upon future Annual Plan/Long Term Plan budgets.

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

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

Tree-lined streets enhance residents' wellbeing by providing shade, improving air quality, reducing noise, supporting biodiversity, and contributing to a visually appealing and calming environment.

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

## 5. **COMMUNITY VIEWS**

### 5.1. **Mana whenua**

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

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

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

### 5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report should a decision regarding street trees impact them.

Should approval be granted for the removal of the Elm tree at 9 Elm Drive, there is likely to be an impact on the wider community. The tree contributes to the established avenue of mature Elms that define the character and amenity of Elm Drive. Its removal could diminish the visual appeal and environmental benefits of the streetscape, including shade, biodiversity support, and air quality improvement. Furthermore, approving the removal of a healthy tree may set a precedent, potentially leading to increased requests for tree removals across the district. This could undermine Council's efforts to expand the urban tree canopy and compromise the objectives of the WNES. Resident feedback has already indicated concern about the potential loss of amenity and the precedent such a decision may establish.

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

### 6.1. **Financial Implications**

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

The cost to remove a tree, grind down the stump and replant is approximately **\$3,000** and the current value of the tree asset is **\$400**.

**Table 2: Approximate tree removal and replanting costs**

<b>ACTIVITY</b>	<b>COST (GST excl)</b>
Tree removal, stump grind, soil amendments and replanting (new PB90/45L)	\$2000
Juvenile tree maintenance (next 5 years including formative pruning, watering etc.)	\$1000 (\$200 per year)
	<b>\$3000*</b>

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

**Table 3: Approximate current value of the tree asset**

DETAILS		VALUE
Street address	9 Elm Drive, Rangiora	
Tree ID	TR003346	
Tree species	<i>Ulmus hollandica</i> 'lobel' Upright Elm	
Height	9 metres	
Average canopy spread	0.4 metres	
Approximate age	15 years	
		<b>\$400</b>

## 6.2. Sustainability and Climate Change Impacts

The recommendations in this report do have sustainability and/or climate change impacts. They include:

- The removal of trees can have a variety of negative effects, including an altered climate, acceleration of soil erosion, and a variety of difficulties for natural ecosystems.

## 6.3 Risk Management

The removal of the Elm tree presents several risks and broader implications that must be carefully considered.

There is concern that approving the removal of the Elm tree may set a precedent and create an expectation among residents and property owners across the district that tree removal is an acceptable response to inconvenience.

Council staff regularly receive requests for tree removal, particularly in relation to shade, and community support for this removal could further reinforce the perception that such requests will be granted. This could lead to an increase in similar applications, placing additional pressure on Council resources and decision-making processes.

While the estimated cost of \$3,000 for this removal is relatively modest in isolation, widespread adoption of similar requests could significantly impact future Annual Plan and Long Term Plan budgets. Furthermore, allowing tree removal as a standard option may contribute to a range of negative environmental effects including increased soil erosion, accelerated climate impacts, and heightened noise and air pollution. It also poses a risk to the success of the WNES, which aims to expand the urban tree canopy by approximately 12,000 specimen trees by 2033. Lastly, the removal of this tree would likely diminish the streetscape character and amenity value of Elm Drive, Rangiora.

In addition, any decision regarding tree removal needs to consider Council policy and operational procedures. The Street and Reserve Trees Policy, section 4.4 "Removal of Street Trees", states that the removal of a healthy tree will only be considered under specific circumstances, and only when all options for retaining the tree have been eliminated. These circumstances include:

- Severe hardship consistent with District Court decisions;
- Severe disruption to essential services;
- Implementation of a street tree redevelopment plant: or
- Realignment or reformation of a footpath.

## 6.4 Health and Safety

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

## 7. **CONTEXT**

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

This matter is a matter of significance in terms of the Council's Significance and Engagement Policy.

- The implications of the decision on the Council's overall resources, potential change in function or the level of service provided are considered substantial.
- The impact or consequences the decision or proposal will have on climate change mitigation (through greenhouse gas emissions) or adaptation (the reduction of risk to natural hazards exacerbated by climate change).

### 7.2. **Authorising Legislation**

- Climate Change Response (Zero Carbon) Amendment Act 2019
- Property Law Act 2007 (the Act)
- Local Government Act 2002.

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

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

- **Social** - Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.
- **Cultural** - Public spaces express our cultural identities and help to foster an inclusive society.
- **Environmental** - Land use is sustainable; biodiversity is protected and restored.

### 7.4. **Authorising Delegations**

The Rangiora–Ashley Community Board have the delegation to approve the recommendations within this report.

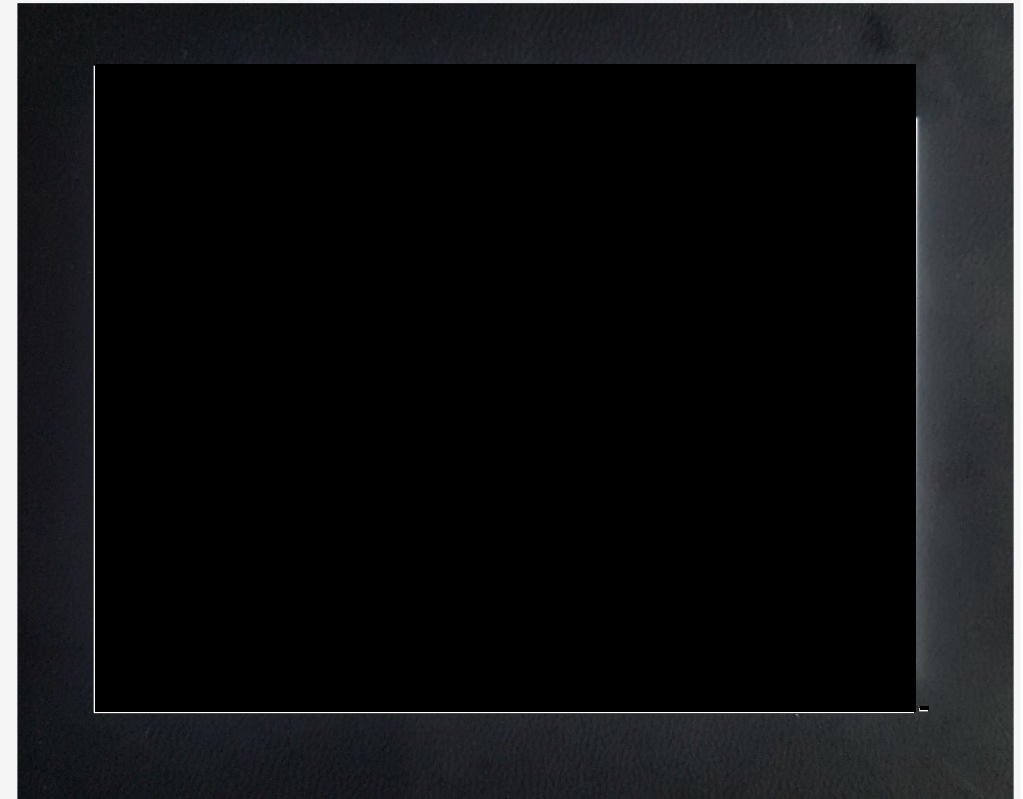




**Waimakariri District  
Council tree located  
on northern  
boundary of  
Residence at  
9 Elm Drive, Rangiora**



# 9 Elm Drive



# The Problem!

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**We have Owned / Occupied 9 Elm Drive for 10 years**

**Chose the property because of its location - corner section, facing north and north west, open and sunny!**

**A WDC tree is immediately outside, exactly north of the Residence (1.5m), which blocks a significant amount of natural sunlight! (5.5m from house)**

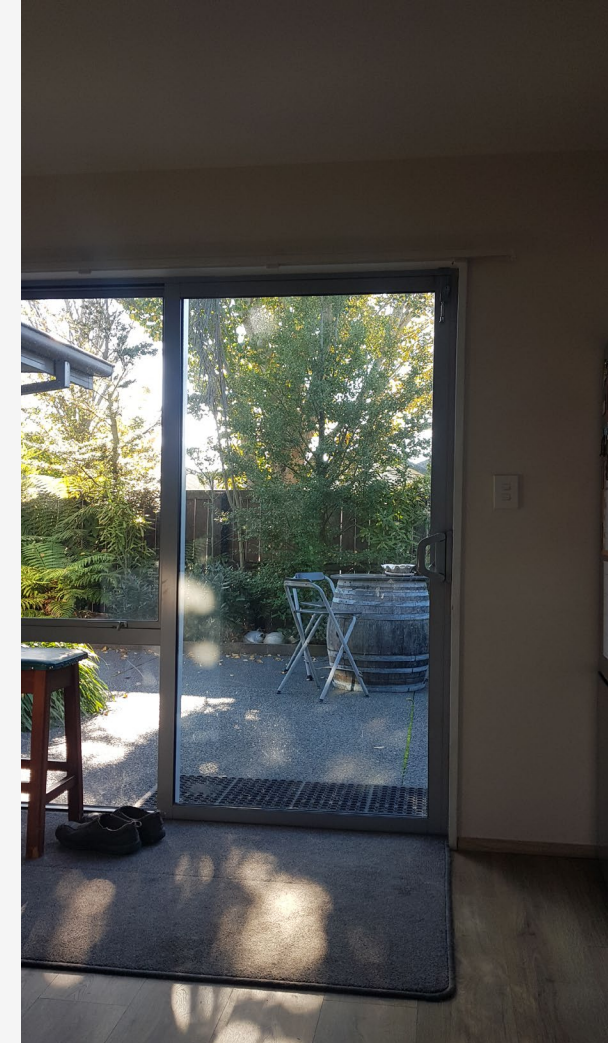
**Problem is rapidly increasing and is having a NEGATIVE effect on our well being**

**Trees position, width and density majorly reduces our ability to enjoy our property and negatively affects our quality of life!**



# Significant Shading by WDC Tree

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# History of Interaction with WDC

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July 2021 – 1<sup>st</sup> approach to WDC regarding shading issue! # of separate requests, eventually resulted in some minor pruning but no discussion / input by Southens'

August 2023 – 2<sup>nd</sup> approach to WDC advising / requesting shading issue once more be addressed - eventually Tree was pruned again 'a little' by Council Arborist / no input!

Note: During pruning I was advised by Arborist that 'pruning' will not fix the problem .... pruning will promote growth and density, so problem will rapidly increase in a short space of time! This has happened .....

Advised WDC that tree had been pruned (but poorly) plus statement by Arborist

WDC advised that the tree would be 'Monitored and Maintained'

NO 'monitoring / maintenance' has been observed by myself or neighbours!

May 2025 – 3<sup>rd</sup> approach to WDC again advising of significant shading issue which then resulted in Site Meeting on 22 May



# Rapid growth since Pruning - Height / Spread / Density

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# Additional Issue!

**Invasion of Tree Roots  
into Residence!**

**Takes nourishment from  
adjacent garden (ours)**



# Recent interaction with WDC (3<sup>rd</sup> Request)

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Email to WDC, again advising of the shading issue, requesting problem be addressed

Site Meeting with WDC Representatives (22 May) who observed shading problem 1<sup>st</sup> hand and AGREED that our issue was genuine, the shading of our residence was significant and that tree is in a bad location!

Stated that in order to address the obvious problem the tree would either have to be removed or significantly pruned / roots cut back from the boundary AND it probably not survive this action!

Advised by WDC Reps that they did not have the authority to do this / risk the life of the tree AND that I (myself) would have to take the issue to the Rangiora-Ashley Community Board

..... So that is why I am here!!



# OK ..... So where to from here??

**Southen's have now made X3 requests, the tree has been pruned X2, the issue has rapidly worsened, it is detrimental to our well being!**

**'Almost made to feel like serial complainer!' even though tree is like an unconsented 3 story building right on our boundary!**

**Case Law states 'Trees are planted with an expectation of growth and should not restrict a persons right to the enjoyment of their property'**

**WDC is our neighbour, essentially we are in 'dispute' over the trees negative effect on us, we want the WDC act responsibly and take meaningful action!**

# Suggestions to resolve the Issue!

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## What would a 'Good Neighbour' do to address the issue?

1. Remove the tree and replace it – Suggested this previously but WDC rejected it! This action would resolve the issue and eliminate ongoing requests for the WDC to undertake meaningful 'action'
2. Significantly prune the tree and remove all root systems that enter adjacent property. This action from past experience would not provide a lasting solution. The previous pruning action resulted in quickly making the problem worse AND ..... to me being here today!!
3. Removing the tree and complete planting that is keeping with other vegetation on Elm Drive. This would both resolve the issue and be aesthetically pleasing to the streets environment (last pics!)

# Perhaps this could be a Resolution!

---



Hi

Re: Tree complaint No 9 Elm Drive, Rangiora.

I have been in communication with Ken Howat ref the above.

As a neighbour directly opposite the tree at this location, I have expressed my opposition to this tree being removed.

The complainant at No 9 was obviously fully aware of the tree when he purchased the property some 8 years ago. In addition he has himself planted some substantial greenery on his grounds in the vicinity of this tree, which weakens his suggestion that shading is adversely affecting his property.

I am also concerned that should his protests to you gain traction, this will set a precedent to other property owners in the neighbourhood, with a negative impact on the street's appeal.

Cut and pasted below is the body of my email to Ken, in case you have not sighted this. Also attached is a view from my property at No 10 showing how the street aspect from my perspective would be changed for the worse by the tree removal.

"Re: Owner/Occupier 9 Elm Drive - Berm tree

Some weeks ago I witnessed the above resident at No 9, haranguing 2 of your employees over the tree between his boundary fence and the street.

Elm Drive with the berm tree planting is an avenue of great street appeal, the character of which would be blemished by the removal of any of the established trees. I am aware that the owner of No 9 has been here some 6 odd years, long after the tree was established, and obviously in his full awareness of its presence at the time of his purchase, and any perceived effect it could have on his property.

I am concerned that Waimakariri District Council are considering the removal of this tree and would like my opposition recorded, should that be the case."



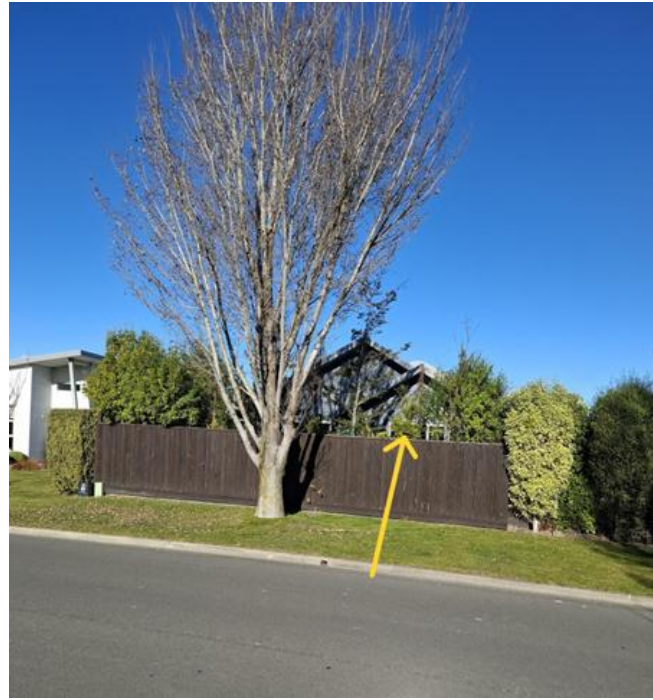


Thank you for your time and attention in this matter.

**Attachment iii. Tree images for 9 Elm Drive, Rangiora**



*Figure 1: View from the road*



*Figure 2: Yellow arrow indicates office space*



*Figure 3: Yellow arrows indicate private trees*

## Arboricultural Report

9 Elm Drive, Rangiora,  
Waimakariri,  
Canterbury

### Prepared For:

Ken Howat  
Parks and Facilities Team Leader  
Waimakariri District Council

### Prepared by:

**Arborist:**  
Sean Mackinnon  
  
**On behalf of:**  
Asplundh New Zealand

### Site / location:

9 Elm Drive, Rangiora  
Waimakariri

### Type of inspection:

Limited Visual Tree Assessment

### Date of inspection:

24/06/2025

## 1. Executive summary

This report was commissioned by Waimakariri District Council in response to a resident's complaint regarding a street tree located on the grass berm outside their property at 9 Elm Drive, Rangiora. The resident expressed concerns about excessive shading, seasonal leaf drop, and root intrusion affecting their garden, and has requested either the removal of the tree and replacement with a cabbage tree, or significant height reduction "topping".

The tree, identified as an Upright elm (*Ulmus hollandica* 'Lobel'), is part of a mature avenue of elm trees that contribute significantly to street and the surrounding neighbourhood. A non-invasive visual tree assessment was conducted on 24 June 2025 by Sean Mackinnon, a qualified arborist working on behalf of Asplundh. The tree was scored using the Christchurch City Council tree condition rating system (April 2017) and found to be in Good overall condition for health and structure.

- The tree was found to be in Good overall condition.

### Recommendation:

It is recommended that the Upright elm (*Ulmus hollandica* 'Lobel'), located outside 9 Elm Drive, Rangiora, be retained and maintained in accordance with Waimakariri District Council specifications. The tree is in good condition and contributes significantly to the local streetscape. No removal or topping appears warranted or necessary currently.



## 2. Site and Tree Details

The subject tree is located on the grass berm adjacent to 9 Elm Drive, Rangiora, within a Residential 2 Zoning area as defined by the Waimakariri District Plan. The site is a typical suburban residential street characterised by single-dwelling properties, landscaped frontages, with established street trees contributing to the overall amenity of the neighbourhood.

The tree is an Upright elm (*Ulmus hollandica* 'Lobel'), a deciduous species known for its narrow, columnar growth habit, making it a suitable choice for urban planting. It is one of several mature elms planted along Elm Drive, forming a continuous avenue that provides significant visual and environmental benefits, including shade, habitat, and streetscape cohesion. The trees were planted during the development of the subdivision with the street reflexing the name of the tree species selected.

The tree is situated on public land maintained by the Waimakariri District Council. The surrounding berm is grassed and generally well-maintained, with no visible signs of soil compaction, surface root disturbance, or infrastructure conflict at the time of inspection.



*Figure 1. An aerial photo showing the location of the elm tree to the North of 9 Elm Drive, Rangiora. The tree (marked "x" is located on the grass berm between the property boundary and curb and channel on land owned by Waimakariri District Council. (Source: <https://waimakariri.isoplan.co.nz/eplan>).*



*Figure 2. An image of the tree on the Northern side of 9 Elm Drive with the tree in leaf. (Source: Google maps).*

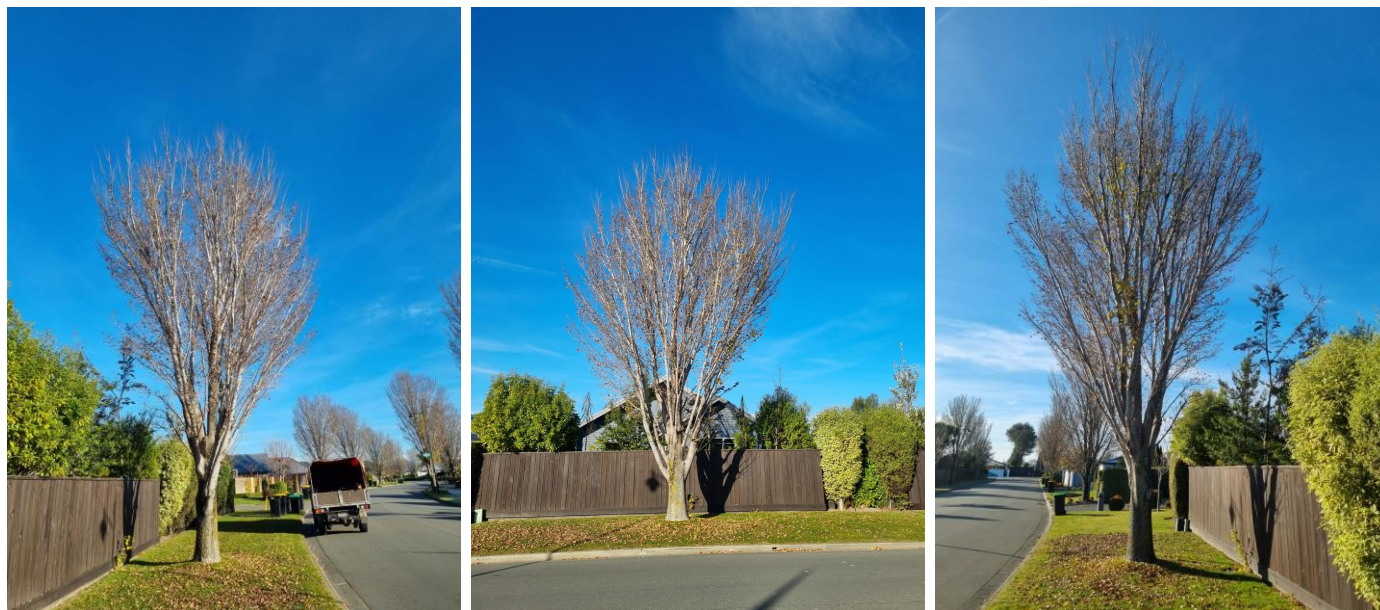
## 2. Tree Assessment Method

The assessment for this report was conducted on the 24/06/2025 and included non-invasive visual tree assessment methods. The condition of the tree was scored using the Christchurch City Council tree condition rating system (2017). This system evaluates the overall health and structure of a tree. The overall condition rating provided is the worst score for either health or structure (for example: if a tree scores “Good” for health and “poor” for structure, the overall condition rating will be “Poor”). The mature elm tree was found to be in a **Good** overall condition for health, with good vigor and less than 15% foliage density loss. Minor defects are present; however, these can be managed with ongoing monitoring and maintenance as per WDC specifications. The results of this assessment are only valid at the time of inspection and continued monitoring should be undertaken in line with industry best practice and council policy.

### 3.1 Observations

#### 3.1.1 Trunk and crown

The upright elm tree is approximately 9m in height, with an average crown spread of 5m and a DBH of 0.4m. The tree appears to have a vigorous and healthy canopy with good extension growth. The tree has very little deadwood within the crown, with no significant deadwood (>50mm diameter) visible at the time of inspection. The tree is upright in form and multi-stemmed in structure with two primary leaders forming at approximately 2.5m from ground level. Although these leaders are co-dominant, the union appears to be structurally sound. The tree has been crown lifted historically to clear the road, berm, and the adjacent property, with one large pruning wound visible on the trunk on the Southern side and several smaller pruning wounds visible elsewhere on the trunk and scaffold branches. All pruning wounds appear to be occluding adequately. Given the previous pruning and the trees’ natural form, the trees’ encroachment on the adjacent property is minimal.



*Figure 3. Three images showing the tree outside 9 Elm drive looking West to East, North to South, and East to West. The tree has been historically pruned from the boundary and is causing minimal boundary encroachment.*

### 3.1.2 Buttress and root plate

The buttress roots on the elm tree appear to be well formed and uniform for the circumference of the trunk. The tree has a good basal flare and trunk taper. There are some surface roots with mechanical (mower) damage visible, however these are minor. The tree is located approximately 1.5m off the boundary fence of 9 Elm drive (to the center of the trunk) and slightly offset in the grass berm. At the time of inspection there were no suckers visible within the adjacent property and minimal root impact present. The trees diameter above buttress is approximately 0.5m with a structural root zone of approximately 2.5m using calculations based on Australian Standard AS4970-2009 Protection of Trees on Development Sites. This suggests that no root pruning or root barrier installation is possible to reduce root entry into the adjacent property without or structurally compromising the tree.

## 4. Overall conclusions

The Upright elm (*Ulmus hollandica* 'Lobel'), located on the grass berm outside 9 Elm Drive, Rangiora, has been assessed in response to a resident's complaint concerning shading, leaf drop, and root encroachment. Following a non-invasive visual inspection conducted by a qualified arborist, the tree was found to be in fair overall condition, with no evidence of structural instability or visible decline in health.

The tree forms part of a mature avenue of elms that significantly contribute to the amenity, character, and environmental value of the local streetscape. While the residents' concerns are acknowledged, the issues raised are typical of urban tree environments and do not warrant immediate removal or severe pruning of the tree.

In conclusion, the tree should be retained and maintained in accordance with Waimakariri District Council specifications. Its continued presence supports the Council's objectives for the retention of mature trees in residential zones as per the Operative District Plan.

## 5. Overall recommendations

Based on the findings of the visual tree assessment, it is recommended that the Upright elm (*Ulmus hollandica* ‘Lobel’), located on the grass berm outside 9 Elm Drive, Rangiora, be retained in its current state. The tree is in fair condition and contributes significantly to the visual and environmental amenity of the street and surrounding area.

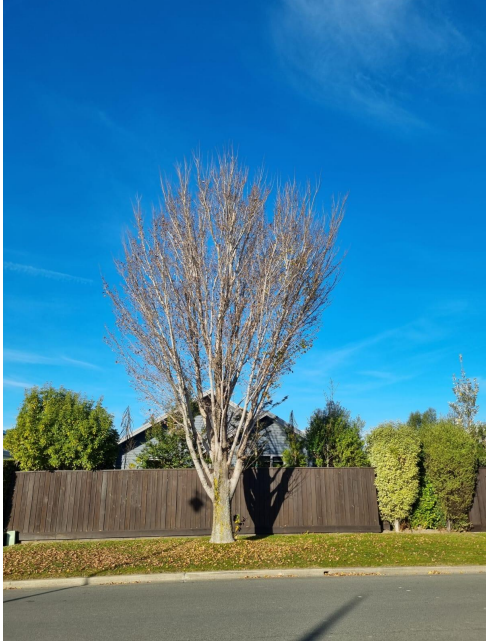
**The following actions are recommended:**

1. Retention of the tree as part of the established avenue of elms to maintain aesthetic, amenity and environmental value.
2. Routine monitoring to assess ongoing health and structural integrity, in accordance with Waimakariri District Council tree management protocols and arboricultural industry best practice.
3. Standard maintenance, including: the removal of dead, damaged or diseased branches, clearance pruning for the carriageway and road reserve, minor pruning to maintain clearance from the adjacent property.
4. No topping or removal is advised, as these actions are not justified based on the current condition of the tree and would negatively impact its health, longevity, and the character of the streetscape.

These recommendations align with Council policy objectives to preserve mature street trees and maintain neighborhood environmental and amenity values within residential zones as per the Waimakariri District Council’s Operative District Plan.

## Appendices

### Appendix 1. Tree assessment Details

<b>Street Address:</b>	9 Elm Drive, Rangiora, Waimakariri, Canterbury	
<b>Tree ID:</b>	TR003346	
<b>Tree Species:</b>	<i>Ulmus hollandica</i> 'lobel' "Upright elm"	
<b>Height:</b>	9 meters	
<b>Average Canopy Spread:</b>	5 meters	
<b>DBH:</b>	0.4 meters	
<b>Life Expectancy:</b>	medium	
<b>Health:</b>	5 (average)	
<b>Form:</b>	3 (average)	
<b>Overall Condition:</b>	5 (average)	
<b>Description:</b>	<ul style="list-style-type: none"> <li>• The tree is upright in form and has multiple leaders emerging from 1.5-2m off ground level.</li> <li>• Two primary stems are dominant from approximately 2.5m and are competing for dominance (co-dominant) although the union appears sound.</li> <li>• The tree appears to be in good overall health / condition with good extension growth and a live crown ratio of over 80%.</li> <li>• There are historic pruning wounds present which the tree seems to be vigorously occluding. The largest of which is located on the Southern side of the trunk, which likely occurred during previous boundary pruning.</li> <li>• There is minor mechanical damage visible on some surface roots on the grass berm, likely caused by a mower, however these are insignificant.</li> <li>• There is very minimal deadwood present in the canopy and no hanging or broken branches visible.</li> <li>• The canopy of the tree is almost entirely over the grass berm with a very small number of secondary branches extending beyond the boundary line of the adjacent property.</li> <li>• The tree is one of many trees of the same size and species on the street which form an avenue of trees, and add aesthetic, amenity, and environmental value.</li> </ul>	

**Appendix 2: Tree Assessment Key**

<b>Field</b>	<b>Description</b>
Tree ID	Asset identification numbers
Tree Species	Scientific tree names
Height (m)	Tree height in metres
Canopy Width (m)	Canopy width in metres
DBH (mm)	Trunk diameter(s) at 1.4 metres above ground
Life Expectancy	Short = 0-10 Years
	Medium = 10-20 Years
	Long = 20+ Years
Condition Rating	1 = excellent
	2 = good
	3 = fair
	4 = poor
	5 = very poor
Tree Details	Descriptions and tree defects

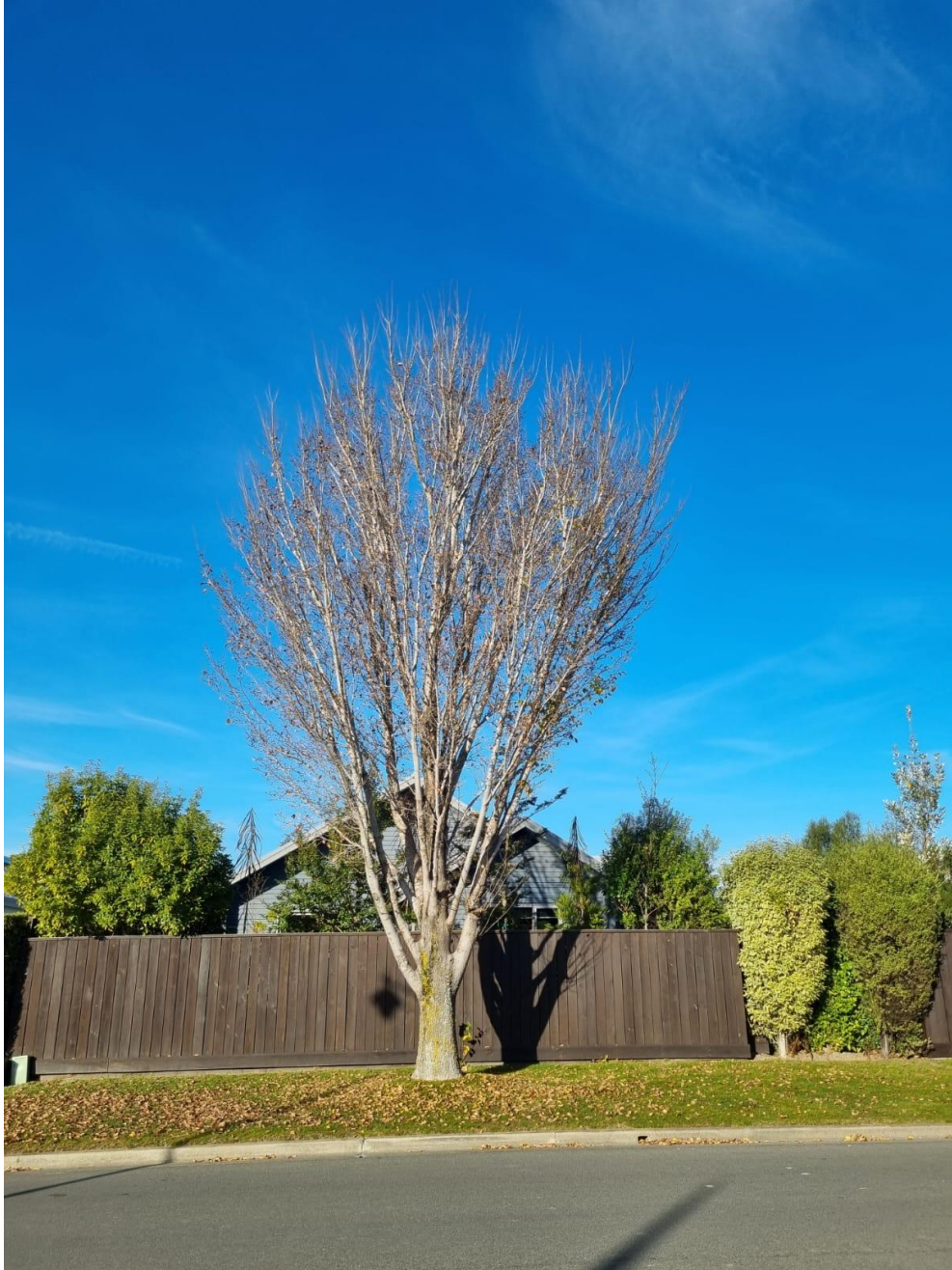


**Appendix 3: Supporting images****A.**

The avenue of elm trees on Elm Drive, Rangiora looking West to East while the trees are still in leaf

(source: Google Maps)

**B.**



**The Upright elm tree looking North to South outside 9 Elm Drive, Rangiora**



C.



**The multi-stemmed structure of the tree outside 9 Elm Drive with two primary leaders developing at approx. 2.5m from ground level**

D.



**Historic pruning wounds which are occluded or almost occluded on the South side of the tree's trunk.**

A handwritten signature in black ink, appearing to read 'Sean'.

Sean Mackinnon

Qualified Arborist / Operations Manager

Asplundh – Canterbury

**ASPLUNDH**  
specialists in vegetation management



**POLICY**

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**Roads and Streets**

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**Street and Reserve Trees****1 Introduction**

In urban environments trees have a significant environmental role to play in enhancing streetscapes; breaking up the visual impact of buildings, softening hard landscapes and adding a natural element to an otherwise artificial environment. Mature trees are often the only significant natural landscape feature in a new development area and can act as landmarks within the District.

Mature trees provide most environments with a sense of scale. They are an important part of the landscape, providing colour, form, focal points, signposts and continuing interest. Trees are considered by many to have an intrinsic value because of their aesthetic beauty, the amenity and character they provide to an area and an economic value to residents and landowners.

Trees can be important links to the commemoration of significant people or events of the past and serve as a cultural element spanning generations of community members. Some individual trees or species have a customary use or significance to Maori and are notable in that context.

In recent years, greater public awareness of environmental issues has led to increased acknowledgement of the value of trees. In particular, trees contribute to the health of the environment by aiding climate control, combating air pollution, providing ecological diversity, attracting and supporting bird life and providing shade and shelter.

**2 Policy Context**

Trees are an important part of the community infrastructure. There is a need to recognise that different tree species have different life spans and there is a need to manage trees to ensure their longevity and to plan for their replacement.

Trees are a vital element in the District and contribute to the social, environmental, economic and cultural well-being of the residents and visitors to the District.

For the purposes of clarity the terms “street tree” or “tree” used within this policy also refers to Council owned trees located on Council owned land and reserves.

**3 Policy Objective**

The objective of this policy is to:

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

**4 Policy Statement****4.1 General**

The Council supports the planting of street trees in urban areas where practicable to enhance communities and neighbourhoods. Factors determining this include physical constraints, safety, the opinions of residents, traffic issues and the location of essential services. All street tree planting must have Council approval and will generally be undertaken by the Council on existing streets and by developers in new subdivision areas.

The Council will maintain an inventory of street trees. As part of this an audit will be carried out to assess the condition of each street tree and the information entered into a database. The database will be updated on an ongoing basis as part of the Council's tree maintenance contract.

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**Street and Reserve Trees**

All street tree planting will be carried out in accordance with the Council's Engineering Code of Practice.

**4.2 New Street Trees**

All trees selected for planting shall be approved by the Community Greenspace Team.

All new subdivisions, as part of their landscape plan, will incorporate street tree plantings. These landscape plans are approved by Council as part of the subdivision consent.

The Council is responsible for planting trees in existing streets. Urban streets will be planted with street trees where possible. Collector roads are likely to have trees planted on either side as an avenue or incorporated into a median strip. Minor streets vary between having trees planted on one or both sides of the street, outside each or every second house or in groves at the end of the street. Exact locations are site specific.

Council does not generally plant street trees in rural or semi-rural road reserves except as part of an approved landscape plan which is usually developed to enhance the entrances to a subdivision. Where trees have been planted as part of a rural or semi-rural subdivision Council will maintain the trees for their health and public safety.

The Council has a street tree planting programme for the District. In addition, or as part of this programme, the Council will consider requests from residents for new street trees to be planted. Where there is a request for trees to be planted in a street with no existing trees, the Council will generally seek agreement from the majority of residents so that a contiguous pattern of tree planting can be achieved. The Community Greenspace Team will provide residents with a shortlist of tree species that have the appropriate characteristics for the environment and are suitable for that particular street. In streets where existing trees are planted the same or similar species will be planted where practical.

When preparing designs for upgrading roads, kerb and channel and footpaths the Council will endeavour to preserve existing trees where possible. Works should avoid interfering with the trees in any way including roots and surrounding soil where possible. Where this is not possible an agreed street tree plan will be prepared, approved and implemented as part of the road improvements, unless impractical due to the location of services. Where practical any new or relocated services will be installed in locations that provide the best opportunity for the planting of street trees and their continued growth and development.

**4.3 Succession Planting**

Some streets and reserves in the District are currently defined by the presence of large mature trees. Large trees provide a living link to the history of the area and have visual and amenity benefits.

As trees age past maturity, they begin to deteriorate. Eventually they reach a point where they need to be removed because either they can no longer be maintained in a safe and healthy state, or they have died.

To continually provide streetscapes and reserves with mature trees it is essential that trees are replaced on an ongoing basis. The following will apply:

- Where a Council owned street tree is removed for any reason a replacement tree may be planted. The replacement will be planted on, or as near as practicable, to the site of the removed tree as determined by Green Space staff in consultation with adjacent residents.
- Where mature trees in streets and reserves are nearing the end of their expected life a replacement tree may be planted in a nearby position prior to the removal of the mature tree

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**Street and Reserve Trees**

(having regard to location, and any relevant planting or reserve management plan). This allows for the replacement tree to sufficiently establish prior to removal of the mature tree.

**4.4 Removal of Street Trees**

The removal of a healthy tree will only be considered in the following circumstances and even then, only when all options for retaining it have been eliminated:

- Where it causes severe hardship consistent with District Court decisions;
- Where it causes severe disruption to essential services;
- Where it is necessary for a street tree redevelopment plan to be implemented;
- Where it is necessary for the realignment/reformation of a footpath.

In situations where residents claim healthy street trees are having a negative impact on their properties, the following procedure will be followed:

- The tree(s) will be inspected by a Council Community Greenspace Team advisor to ascertain the problem(s).
- Any appropriate works will be carried out by Council's approved tree contractor at the Council's expense. Appropriate works are defined as those necessary to alleviate the problem(s), although not to the extent that the natural attractive form, health or stability of the tree is compromised in the operation.

Where a resident's request for the removal of a tree is received, staff will consult with the neighbours and prepare a report for the relevant Community Board for its consideration.

In the event of road widening or other type of public work where trees are present and have to be removed, consideration is to be given to relocate the trees, if they are suitable for this purpose. Where this is not possible replacement tree planting should be carried out as an integral part of the project and provision for this included in the project assessment and design.

**4.5 Removal/relocation of Street Trees in New Subdivisions**

The first owners of sections in new subdivisions where street trees have been planted as part of the landscape plans may need to remove or relocate these trees to facilitate vehicle access to the house designed for that section.

In this situation requests for the removal or relocation of a tree must be made in writing to the Council stating:

- The street address of the property and the lot number; and
- The name of the contact person; and
- Contact details; and
- The reason for the tree to be removed or relocated.

On receipt of the request staff will assess the quality of the tree and if the tree can be relocated. This assessment will include:

- Any conditions of sale by the developer;
- Any conditions of the resource consent;
- The streetscape

If the tree can be relocated, an appropriate site is to be marked on the ground in the road berm, where the tree shall be shifted to.

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**Street and Reserve Trees**

If the tree is removed the householder is required to engage Council's tree maintenance contractor or other contractor approved by the Community Greenspace Team to plant another tree of a large initial size (over 2.5 metres) in the road berm as its replacement. It shall be of the same species unless otherwise approved by the Council.

The cost of removing or relocating the tree is to be borne by the householder, not the Council. If an agent of the householder makes the request then the agent is deemed to be the person responsible for the payment of all expenses relating to removal or relocation of street trees.

**4.6 Removal/relocation of established trees to allow for minor subdivisions**

It is becoming more prevalent that larger, established sections in urban areas are being subdivided into one or more smaller sections to accommodate the demand for housing in established urban areas. At times this will mean that existing well established street trees will be located in a position where they will impede access to the new sections by either completely blocking the proposed vehicle access points or be directly adjacent to the proposed vehicle crossings. In these circumstances no vehicle crossing should be constructed closer than 3 meters to the centreline of an established street tree. This will ensure that damage will not be done to the tree or the vehicle crossing as the tree matures.

In these situations every option must be explored to determine if an alternative vehicle access is available that will protect the tree from damage.

Where alternative access is not available an application must be made to the Community Greenspace Team for permission to remove the tree which will be referred to the appropriate Community Board. Sub-dividers should be made aware that it may take some time for the Board to consider the matter.

Where Council authorises an established street tree to be removed the developer is required to engage Council's tree maintenance contractor or other contractor approved by the Community Greenspace Team to plant another tree of a large initial size (over 2.5 metres tall) with a calliper measurement of a minimum 50mm, in the road berm as its replacement. It shall be of the same species unless otherwise approved by the Council. The cost of removing or relocating the tree is to be borne by the developer, not the Council.

**4.7 Species Selection**

To minimise complaints about trees which include: leaf drop; fruit, shade creation and invasive roots, a list of tree species commonly used and suitable for street planting is maintained by the Council's Community Greenspace Team. This list is not exhaustive, nor does planting the species on the list guarantee that individual trees will survive and flourish.

Prior to planting new trees (other than replacement trees) in an existing street the Council will supply a list of suitable trees and ascertain residents' opinions about the species to be used. Consensus among residents will confirm the species to be planted. The final decision on choice of tree species for a particular street rests with the Council's Community Greenspace Team.

The planting of fruit and nut trees is at the discretion of the Community Greenspace Team and the factors listed below will influence that decision.

Factors influencing appropriateness of a species for the site will include the following:

- Soil type
- Drainage
- Local climate
- Width of footpath and width of roadway
- Proximity of houses to street and aspect (potential shading)

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**Street and Reserve Trees**

- Location of services
- Existing nearby species and character of neighbourhood
- Suitability of species in relation to growth habit and other characteristics
- Cost
- Any additional requirements of the Council's Engineering Code of Practice

**4.8 Maintenance**

To provide the best opportunity for street trees to grow healthily and reach their full potential at maturity a proactive approach to tree health will be under-taken. This will ensure many problems are dealt with before serious damage occurs.

The first three years after trees are planted are the most crucial to their successful establishment and it is important that they are given extra attention during this period.

All maintenance of street trees owned by Council will be carried out by skilled tree contractors employed by the Council and their performance will be monitored by the Community Greenspace Team. Subdividers will maintain all trees planted by them for the full term of the maintenance period defined in the development consent.

Street trees under three years old from planting will be monitored and watered at least once a fortnight during the summer period if required.

Maintenance work to be carried out in the first three years following planting will include the following:

- Eradication of any weeds within the tree ring
- Replenishment of mulch
- Replacement or removal of the mower guard
- Re-staking or removal of stakes as required
- Pest and disease control
- Remedial works on any damaged limbs
- Removal of suckers
- Fertilising

Chemicals including pesticides and herbicides may sometimes be required to ensure the health and survival of a tree. The application of either herbicides or pesticides is allowed only by Council's tree maintenance contractor or another contractor approved by the Community Green Space Team who will be required to hold an up-to-date, relevant qualification.

**4.9 Pruning and Training of Trees**

To enhance the health and form of street trees and minimise future maintenance requirements the Community Greenspace Team has a pruning and training programme designed to ensure young trees are correctly trained to fit the streetscape and to minimise any future maintenance.

The primary aim of pruning is to maintain adequate clearance above roads and away from footpaths and to enable trees to develop a proper branch structure with a strong central leader. Such a structure will reduce long term maintenance costs and promote the growth of a healthy and aesthetically pleasing tree.

Pruning may also be carried out on street trees to alleviate shading and leaf fall problems on residential properties where this can be done without detrimentally affecting the tree and following recognised good arboricultural practice. Topping or pollarding of trees is not considered good practice and therefore will be carried out in extreme circumstances and with the authority of the Community Greenspace Team.

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**Street and Reserve Trees**

Pruning of street trees will be carried out by authorised Council staff or skilled tree contractors employed by the Council.

The Council will take the following action if it becomes aware of unauthorised pruning or interference with street trees:

- A letter will be sent to the resident concerned informing the resident of the Council's stance on unauthorised pruning of street trees;
- If necessary the Council will notify the Police of this intentional damage.
- If the tree is so detrimentally affected it has to be removed, the resident concerned will be asked to pay the full cost of removing the tree and purchasing and planting a replacement tree.

**4.10 Planting**

It can be difficult to establish new trees in a street environment. Trees can suffer from a lack of shelter and water and vandalism also takes its toll.

To ensure new trees have the best possible chance of surviving the first three years after planting a flyer is put into the letter box of the property the tree is located outside providing information for the resident on how they can assist in ensuring the tree remains healthy and is kept watered.

Planting is generally carried out between May and September and will be carried out according to the Council's Engineering Code of Practice and the Community Greenspace Team's planting specifications.

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

Waimakariri District Plan  
Waimakariri District Council Engineering Code of Practice  
QS-R905 Street Trees – Standard Operating Procedure  
*Property Law Act 2007, section 333*

**Community Outcomes:**

There is a safe environment for all

**6 Adopted by and date**

Approved by the Community and Recreation Committee on 21 March 2017 and adopted by Council on 4 April 2017.

**7 Review**

Review every six years or sooner on request.





# **PART TEN**

## **RESERVES, LANDSCAPES & OPEN SPACES**

## Part 10: Reserves, Streetscapes & Open Spaces

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## **Part 10: Reserves, Streetscapes & Open Spaces**

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### **10.1 INTRODUCTION**

Landscape design for reserves, streetscapes and open spaces is required at all levels of the subdivision and development process, in order to promote the social, economic, environmental, and cultural wellbeing of communities, in the present and for the future. Integrate it with the engineering design to:

- Enhance the character, quality of life and environmental appeal of each development;
- Complement and improve the environmental quality of the surrounding neighbourhood;
- Provide recreation opportunities;
- Increase the region's biodiversity;
- Provide areas for social interaction.
- Contribute to the character, shape and form of the district and its environment.

All landscape developments must seek to optimise long-term community and environmental benefits whilst minimising ongoing maintenance costs, in order to provide for the safe use and enjoyment of the public assets.

Establish the overall objectives for the landscape design, such as wildlife corridors, the provision of reserves, the connection of open spaces, access to and location of watercourses and wetlands and protection of existing valued vegetation, at the outset and incorporate them into the initial concept for the development. Ensure the subsequent engineering design and works are compatible with these objectives.

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## Part 10: Reserves, Streetscapes & Open Spaces

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### 10.2 CONSENT AND COMPLIANCE ISSUES

The consent and compliance information set out in CoP Part 2: *General Requirements* applies to all works within the Waimakariri District, with the addition of the clauses below.

#### 10.2.1 Legislation

The Resource Management Act (RMA) 1991 and amendments is the principal statute that controls land development.

#### 10.2.2 District Council Requirements

All relevant WDC policies and specifications shall be complied with. Approval shall be required from the Parks Advisor for any new reserve or street planting assets.

The Council will audit compliance with resource consent conditions by both site inspections and checking of associated documentation to the extent necessary to ensure the work is completed in accordance with the approved plans and specifications and to the Council's standards.

#### 10.2.3 Consent Application – Information Required

In addition to the information required to support the concept drawings and/or Resource Consent plans in CoP Part 2: *General Requirements*, the following data shall also be provided:

- Layout and details of any planned irrigation systems
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## Part 10: Reserves, Streetscapes & Open Spaces

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### 10.3 QUALITY ASSURANCE REQUIREMENTS AND RECORDS

The developer shall provide the information detailed in CoP Part 3: *Quality Assurance* during design and throughout construction.

#### 10.3.1 The Designer

The designer of all reserves and streetscapes that are to be taken over by Waimakariri District Council must be suitably experienced.

The design reviewer must have at least equivalent experience to the designer.

#### 10.3.2 Design Records

The design report must include a design statement that:

- Shows an understanding of the inherent characteristics and values of the site (e.g. social, cultural, environmental/ecological, economic, historic, recreational), including the existing landform and vegetation;
- Outlines the design philosophy and intent;
- Demonstrates compliance with the CoP;
- Demonstrates compliance with the guidelines for safe environmental design outlined in the *CPTED* guidelines.

Provide detail of the unmodified site gained from a site visit and records which clearly demonstrate it e.g. coloured aerial photographs.

All drawings and documentation must be of sufficient detail and accuracy to ensure understanding of all aspects of the development proposal and assessment of the maintenance implications of the works.

Specifications for all proposed works or items that are not covered by the WDC Standard Specifications must provide sufficient detail that construction standards are not compromised and the Council does not inherit faulty items, features or plantings that require removal, replacement, repair or high levels of maintenance.

Wherever the developer is using a cash-in-lieu contribution to carry out works on behalf of the Council, a schedule of prices and rates with the engineering drawings is required.

#### 10.3.3 Drawings

Drawings must show all streetscape and reserve planting and all facilities, structures and furniture that the developer proposes to install, including existing features to be retained. The location of existing and proposed underground services, irrigation systems and streetlights shall be included, and amenity beds labelled individually. The planting plan must be approved by the Council's Parks Advisor before works may begin.

Planting drawings must have a plant list. This should detail both botanical and common names, PB size at planting, quantity of individual species, staking, planting medium and other planting requirements. The source of the plants shall be recorded for revegetation projects. A clear reference system should be used to identify the location and set out of species. All planting plans containing street trees or tree planting are to show where underground services are located. Refer to Appendix A and Appendix B for tree and plant specifications.

If the development varies from the accepted engineering drawings, approval from the Council shall be obtained **before** undertaking any physical works.

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## Part 10: Reserves, Streetscapes & Open Spaces

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### 10.3.4 As-Built Information and Asset Data

As-built drawings and associated reserve asset data which comply with CoP Part 12: *As-Builts* are required for all structures, services and developments on reserves. Where reserves may be geologically unstable, a geotechnical completion report, as detailed in CoP Part 4: *Geotechnical Requirements*, with the as-built drawings is required.

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## Part 10: Reserves, Streetscapes & Open Spaces

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### 10.4 OVERALL SUBDIVISION LANDSCAPE DESIGN

Landscape design for reserves, streetscapes and open spaces is required at all levels of the subdivision and development process, in order to promote the social, economic, environmental, and cultural wellbeing of communities, for both the present and future.

Landscape design should be integrated with engineering design to:

- Enhance the character, quality of life and environmental appeal of each development;
- Complement and improve the environmental quality of the surrounding neighbourhood;
- Provide recreation opportunities;
- Increase the region's biodiversity;
- Provide areas for social interaction.
- Contribute to the character, shape and form of the District and surrounding environments.

The developer should work closely with the Council from the start of the subdivision process to establish overall objectives for the landscape design, such as the establishment of wildlife corridors, the provision of reserves, the connection of open spaces, the location of watercourses and wetlands and the protection of existing valued vegetation so that these can be incorporated into the initial concept for the development. The developer must ensure the subsequent engineering design and works are compatible with these objectives.

All landscape developments must seek to optimise long-term community and environmental benefits whilst minimising ongoing maintenance costs.

#### 10.4.1 Design Criteria

The Council will use the following assessment criteria when evaluating development layouts and reserve designs:

**Community** – The provision of recreation assets that cater for the needs of the surrounding community, as identified by WDC Activity Management Plans and through analysis of local demographics, residential densities, and activity and leisure trends.

**Accessibility** – The provision of logical, safe and attractive access within the subdivision and to the surrounding community, with good linkages to reserves and community facilities.

**Natural resources and habitats** – The conservation and restoration of existing natural landforms, hydrological features and processes, wildlife habitats and significant vegetation.

**Quality** – The provision of environmental and recreational assets which function efficiently, have high aesthetic appeal, and will not cause undue nuisance to neighbouring landowners.

**Safety** – Any assets must provide for safe use and meet CPTED criteria.

**Maintenance** – The provision of durable assets whose on-going maintenance and eventual replacement will not place a disproportionate burden on Council resources.

#### 10.4.2 Consideration of Existing Features

##### 10.4.2.1 Existing Waterways and Wetlands

The retention and enhancement of natural waterways and wetlands is an integral part of any development. Opportunities to view should be created by establishing reserves, providing walkways and cycleways, appropriate planting, designing streetscapes, and ensuring that all boundary fencing has clear visibility from neighbouring properties.

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## Part 10: Reserves, Streetscapes & Open Spaces

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### 10.4.2.2 Existing Vegetation

The Council will undertake an inspection of existing vegetation on land to be subdivided at the time of the application for subdivision consent, and may require that some trees and other existing vegetation thought to be of ecological importance or significant amenity value be protected and retained e.g. vegetation that provides a visual screen.

All notable/historic trees protected under the *District Plan* or by other legal means must be retained.

All vegetation to be retained must be protected by the subdivision or land-use consent. Existing vegetation should be shown on the engineering drawings and all tree canopies marked out to their drip lines.

All trees and vegetation must be in a safe, healthy and undamaged condition, with an expected life of at least 20 years, when accepted by the Council. Trees requiring extensive work to remove dead or twisted branches will not be accepted by the Council.

Refer to Appendix D, which details particular measures to be taken during construction to protect vegetation and other features.

A qualified arborist must undertake any arboricultural maintenance. Any trenching, excavation and filling within the drip line of the tree must have an approved methodology and be undertaken under the on-site supervision of a qualified arborist.

### 10.4.2.3 Historic & Cultural Features

Protect and retain culturally significant areas, historic areas (including Ecological Heritage Sites), features of importance to the community, such as monuments and memorials, objects and buildings protected under the *District Plan* or by other formal/legal means.

### 10.4.2.4 Natural Landforms

Protect natural landforms where appropriate and possible, as they convey the natural heritage of the site, and provide landscape features that can add to the sense of place and local identity.

### 10.4.2.5 Existing Soils

Protect the structural and functional integrity of the soil system by retaining the natural soil profile. Soils contain most of the life-sustaining features of the terrestrial ecosystem. These include the soil structural features such as organic and inorganic particles, nutrients, and living components (invertebrates and bacteria). These support and sustain the roots of plants that are dependent upon these components. If soils are degraded, the system's ability to support the range of living organisms declines, compromising the wider ecosystem.

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## Part 10: Reserves, Streetscapes & Open Spaces

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### 10.4.3 Landscape Planting

#### 10.4.3.1 Benefits of Landscape Planting

Planting should be designed to make a positive contribution to the subdivision and the surrounding local area in one or more of the following ways:

##### Functionally

- Provide shade, shelter and privacy.
- Reduce noise and air pollution.
- Calm traffic.
- Assist drivers to recognise intersections and major entrances to subdivisions.
- Reduce glare and reflection.
- Provide relief from hard surfaces.
- Control erosion.
- Create physical barriers.
- Provide recreation and amenity value.
- Protect and restore cultural and historical resources and values.
- Protect and enhance indigenous biodiversity.
- Protect and improve water quality.

##### Aesthetically

- Frame views.
- Reflect the seasons.
- Emphasise landforms, soil types and landscape features.
- Structure and define spaces.
- Reduce the visual impact of roads and hard surfaces.
- Screen unsightly outlooks.
- Provide colour, form, texture and interest.

#### 10.4.3.2 Planting Design

Trees and plantings shall be in accordance with an approved landscape plan. In small subdivisions it may be sufficient for the developer to propose a planting scheme and submit this to the Council for approval.

All planting must be appropriate to the scale and character of the development and the local conditions.

Garden beds and specimen trees should be appropriately designed and located for the particular requirements of the street or reserve.

The proximity of houses, buildings, services, existing or future footpaths, cycleways and access ways should be considered when selecting plant species and their location.

Landscape planting is compulsory along waterways where the banks are steeper than 1:4, but is optional in other circumstances.

All planting must comply with the guidelines for safe environmental design outlined in the *CPTED* guidelines.

Allowance shall be made at the design stage for maintenance activities to be carried out without impeding traffic on the adjacent road.

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## Part 10: Reserves, Streetscapes & Open Spaces

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### 10.4.3.3 Compatibility with Engineering Design

Planting plans shall be associated with engineering and earthworks drawings to ensure that the engineering works, earthworks and planting works are all compatible.

The location of specimen trees and plant beds must not compromise the efficient operation of existing infrastructural services.

Plant locations must comply with the legal overhead and underground clearance requirements of the network operators, with allowance made for the natural growth of the plants to maturity.

Trees in new subdivisions must not be planted within 2m of any sewer lateral and the effect of any services must be considered.

Trees planted in new subdivisions must have a 0.9m separation from underground services. This may limit street planting to one side of the road to gain the necessary clearance.

Planting in swales must not obscure or obstruct the access to structures or compromise the hydraulic functionality of the system over time.

### 10.4.3.4 Species Selection

The selection of trees, shrubs and ground cover plants must be appropriate for the conditions at the planting site, such as soil type, drainage and local climate, to ensure healthy, attractive, well-formed, mature plants. Additional selection criteria include low maintenance and longevity.

Trees and plants used in conjunction with swales must be able to tolerate both water logged soils and drought conditions.

Selection of reserve and street trees is to be in accordance with Appendix B and the WDC *Street Tree Policy*. In addition, trees should be selected and located to minimise ongoing pruning costs and other maintenance requirements, and over-reliance in any one species should be avoided.

When selecting and locating trees, allowance shall be made for each tree to grow healthily for an **expected life of 50 years** without unduly compromising services, surfaces, structures, safety or amenities, or causing unacceptable shading. Trees should be spaced sufficiently far apart to allow healthy development of mature canopies and allow sunlight to penetrate between the canopies.

Various plant species will not be permitted to be planted in Waimakariri streets or reserves due to undesirable characteristics such as their:

- Known potential to become weeds.
- Invasive root systems and potential to sucker.
- Heavy production of seeds and quick germination.
- Heavy production of pollen and/or allergenic pollen.
- Poor form and weak branch structure.
- Susceptibility to disease and pests.
- Poisonous bark, leaves, seeds or fruit.
- Heavy shading over streets (especially in winter).
- Excessive nuisance from falling leaves and debris.

The Council's Parks Advisors will be able to advise on suitable plant and tree species.

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## Part 10: Reserves, Streetscapes & Open Spaces

### 10.4.3.5 Protection of Sightlines

All roadside vegetation on roundabouts, on traffic islands, and within traffic sight lines shown in Figure 10.1 must have either a maximum height of 0.6m or be limbed up to provide a clear trunk to a height of 2.5m. This will preserve sight lines to and from vehicles. The planting must be suitable for climbing up and easily maintained within this height.

All street-tree planting must comply with the minimum separation and sight distances shown in Figure 10.1 and Figure 10.2. These distances may need to be increased to protect sightlines, depending on the road geometry and speed environment.

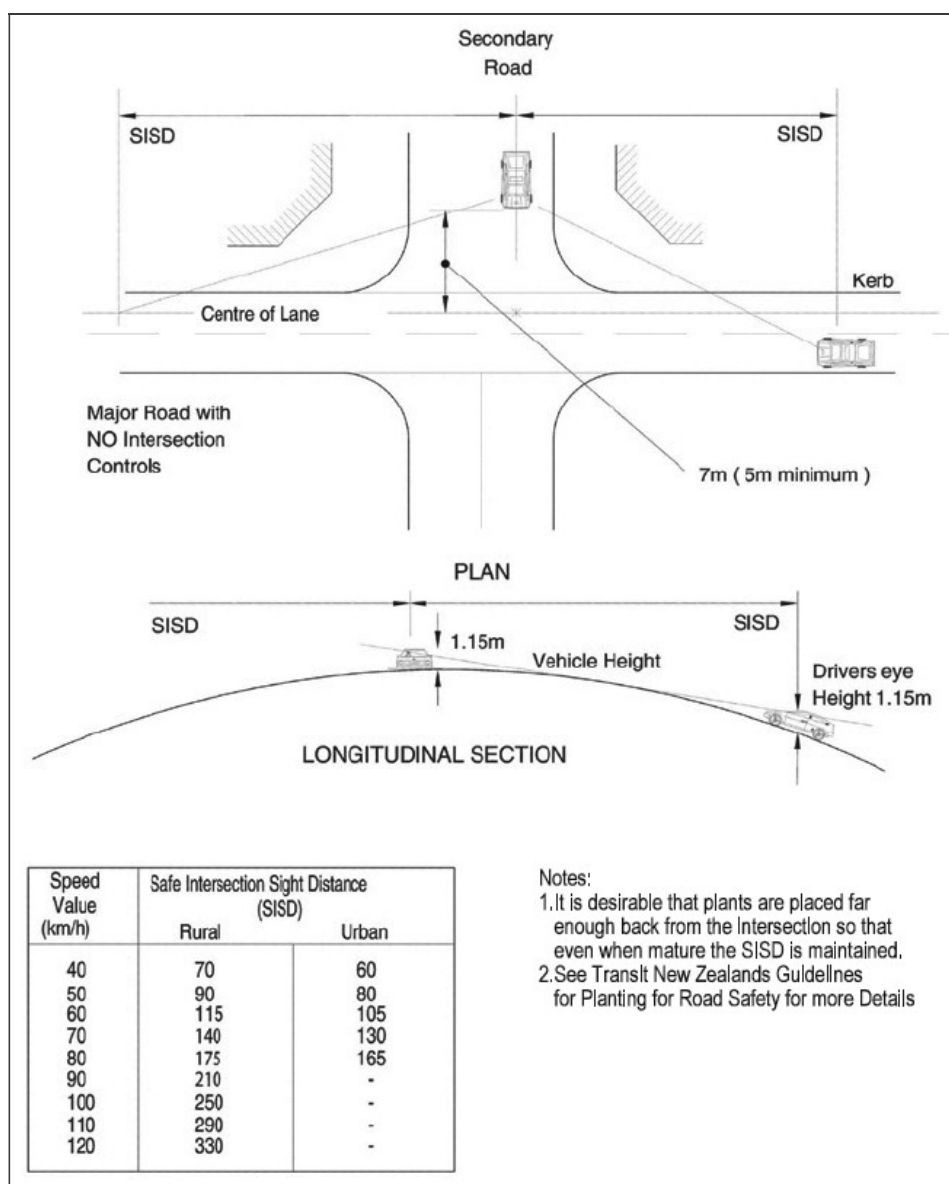


Figure 10.1 Intersection sight distances for clear sight lines (Fig 7.2 NZS 4404)

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## Part 10: Reserves, Streetscapes & Open Spaces

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### 10.4.3.6 Street Garden Design and Location

The Council will only approve new street gardens as entrance features to subdivisions and on internal roundabouts. Plant beds within streets, other than on a roundabout, will not be approved.

Roundabouts with an area less than 15.0m<sup>2</sup> may be planted with groundcover and have one specimen tree planted, which complies with clause 10.4.3.5 – *Protection of Sightlines*.

Shrubs and ground cover plants should be selected and spaced to achieve good form and acceptable coverage of the planted site within 2 to 3 years, but possibly with some slower growing species interspersed. Plant must be able to grow true to form without unduly compromising services, structures, safety, amenities, or causing unacceptable shading. Planting to achieve an established look in the short-term must not result in congestion that requires removal, pruning or thinning in the short to medium term. This does not apply where nursery crops are being used.

All shrubs and/or ground covers should be grouped together in mulched plant beds that are designed to minimise maintenance requirements. The edge definition may be a boundary fence, footpath, kerb, timber batten or informal trench margin. Informal trench margins are not appropriate in sandy soils.

Plants with drooping stems or leaves that might trip pedestrians should be positioned so that the leaves of the mature plants will not hang over any footpath.

Refer to Appendix A for planting and mulching specifications.

### 10.4.3.7 Street Tree Design and Location

The District Plan currently requires street trees to be placed within the road reserve at an average spacing of 1 tree per 20m of road length or the equivalent number of trees per section of road grouped as approved by the Council. For example, a stretch of road between two intersections of 100m length may have a group of five trees on one side near one end.

Note that the road may need to be realigned to accommodate a group of trees. There may also be additional resource consent requirements.

Street trees placed as above should be primarily centred between the two side boundaries of each residential lot.

Alternative design proposals are strongly encouraged, such as the provision of trees in a dedicated “non-services” berm on either side of a footpath; meandering footpaths; and trees placed in specialised tree planting pits within the carriageway but outside of the live lane. Variation of the boundary lines along streets can create spaces for trees to be planted in groups and can help accentuate road legibility, particularly at intersections. Strategically placed grouped plantings of trees may have more impact than individual trees placed outside each house. Consideration for reduced levels of sunlight will need to be taken into account if group planting is to take place.

Street trees shall be located where they do not affect street lighting, create dark spots or create shaded areas that could lead to icing of carriageway areas in winter or unreasonable shading on private property. Deciduous trees are preferred for street locations, however evergreen trees may be accepted by the Parks Advisor.

Street trees should be planted at a distance from the edge of the traffic lane that provides a clear zone as specified in CoP Part 8 clause 8.12.10 – *Clear zones*.

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## Part 10: Reserves, Streetscapes & Open Spaces

Street trees need a minimum berm width of at least 1.5m. Where the berm is less than 2.0m wide, the relationship between the final tree trunk size and the clearances required in Standard Drawings 600-245A/B/C should be carefully considered. Wherever the distance from the kerb to the legal road boundary is less than 4.5m, species growing to less than 8m high over 50 years shall be used.

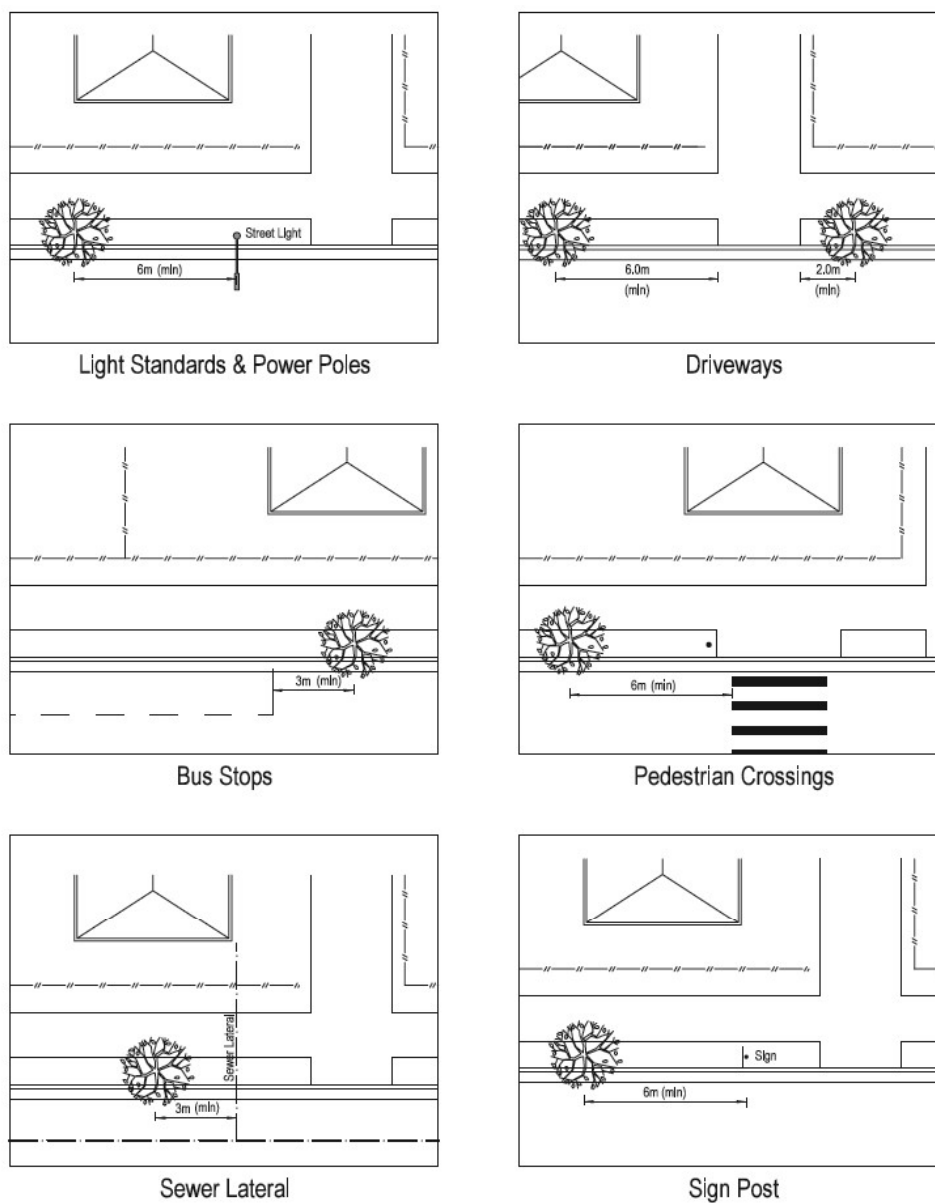


Figure 10.2 Street tree planting separation (Fig 7.1 NZS 4404)

Street trees shall be planted and any necessary root barriers installed in accordance with the *Street Tree Policy* and Appendix B.

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## Part 10: Reserves, Streetscapes & Open Spaces

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### 10.4.3.8 Grassed Berms

All lawn areas must have gradients that ensure that surface water drains to a suitable area or outlet. Wherever grass lawns are flat the subsurface must have sufficient free drainage to ensure that water does not pond or settle, to maintain grass growth and health and to ensure that use of the area is not compromised. Areas that may be inundated by water regularly or for long periods are not appropriate for lawns.

Mowers must be able to access all grass berms.

The area for seeding must have adequate topsoil and fertiliser, and be free of weeds.

Refer to CoP Part 8 clause 8.12.2 – *Grassed Berms* (Roading) for details regarding berms on legal road.

### 10.4.4 Reducing Waste

When designing the development, the ways in which waste can be reduced should be considered, for example;

- Plan to reduce waste during demolition e.g. minimise earthworks, reuse excavated material elsewhere.
- Design to reduce waste during construction e.g. prescribe waste reduction as a condition of contract.
- Select materials and products that reduce waste by selecting materials with minimum installation wastage rates.
- Use materials with a high recycled content e.g. recycled concrete subbase.

The Resource Efficiency in the Building and Related Industries (REBRI) website has guidelines on incorporating waste reduction in projects [www.rebri.org.nz/](http://www.rebri.org.nz/).

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## Part 10: Reserves, Streetscapes & Open Spaces

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### 10.5 RESERVES

#### 10.5.1 Reserve Planning

The Council gives priority to the equitable distribution of reserves throughout the District and within each area of urban expansion.

The developer is expected to take the community's needs and aspirations, environmental issues, existing features and vegetation on the development site into account when locating, planning and designing each reserve.

To assist with this, the developer is encouraged to engage a landscape architect and discuss reserve concepts with the Council's Parks & Recreation Manager. It is preferable for this process to begin at a pre-application meeting prior to applying for resource consent.

The requirements for each reserve area may be specific and will depend on what has generally been agreed between the Council and the developer.

Each reserve must be classified in accordance with its primary purpose e.g. recreation or local purpose (utility), and this must be recorded on the subdivision consent layout plan.

Where the terrain is suitable and space is available, the Council prefers the use of swales, soakage basins and wetlands within new developments to store, filter, and move stormwater through reserves. In most situations, the Council will agree to the vesting of these areas as local purpose (utility) reserves instead of recreation reserves.

Sufficient open space must be provided for general recreational purposes (if this is part of the reserve's primary purpose), so that land set aside for utility purposes does not limit the provision and use of open space for the community to enjoy.

A developer who wishes to contribute to the early development of recreation facilities and/or landscape features on a proposed reserve should enter into negotiations with the Council to reach agreement on:

- A landscape plan for the reserve, including planting, paving, fencing and irrigation;
- What elements of the landscape plan the developer will implement;
- The standard of finish to which completed works are carried out;
- The level of development to which completed works are carried out;
- The balance of reserve contribution owing to the Council in cash (if applicable).
- Future maintenance requirements

The reserve will be vested in the Council once the reserve is developed to the agreed level, the 224(c) certificate is signed off and the maintenance period has expired. The Council will, if necessary, carry out further landscape development as and when capital funding becomes available.

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## Part 10: Reserves, Streetscapes & Open Spaces

### 10.5.2 Reserve Design

#### 10.5.2.1 General Considerations

The following factors shall be considered when designing reserves:

- The suitability of the site for its intended purpose;
- The extent and nature of the topsoil and subsoil, including fertility, structure, moisture-holding capacity and drainage;
- Existing and proposed levels and their relationship to the levels of the surrounding land and to the provision of underground services;
- The presence of contaminants and/or imported materials and how any adverse effects can be accommodated and/or mitigated;
- The stability of the site and how any instability can be accommodated and/or mitigated;
- Opportunities for shared use of the land for both recreational and infrastructural purposes, such as drainage easements and stormwater retention in an extreme event (20 year return period or greater), **provided the main purpose of the reserve is not unduly compromised**;
- Access through the area for pedestrians and cyclists;
- The relationship of one reserve to another within reasonable proximity, to avoid duplication.

In general all recreation reserves shall be required to have:

- Appropriate shaping and gradients to allow for mowing and stormwater control;
- Adequate drainage to provide year-round use;
- Adequate top soil;
- An even ground surface free of lumps and hollows;
- No stones, gravel or rubble at the ground surface;
- No gorse or other noxious weeds;
- A grass surface developed, watered, mown and maintained as per clauses 10.4.3.8 and 10.5.2.6, and Appendix C;
- A layout that provides a safe environment for users;
- Features that require reasonable maintenance matched to the purpose of the reserve;
- Structures that have an indefinite design life but not less than 25 years

All built assets (e.g. signs, fences, artworks, lighting, structures and furniture) must be robust, low maintenance, and safe for use by the public. The design and model of park assets shall require the approval of the Parks Advisor. The life-cycle of built assets should be considered, to reduce the frequency of renewing or replacing such assets in the future.

The aesthetics of the colours and construction materials used for built assets should be considered and approved by the Parks Advisor.

The proximity of trees to the reserve boundary shall be restricted as shown in Table 10.1.

**Table 10.1 Minimum tree setbacks to reserve boundary**

Type of Tree	Minimum Distance from Reserve Boundary
Small tree or shrub	4m
Specimen tree that will exceed 8m height in 50 years	6m
Specimen tree that will exceed 20m height in 50 years	20m

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## Part 10: Reserves, Streetscapes & Open Spaces

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### 10.5.2.2 Design Requirements for Different Types of Reserves

Neighbourhood reserves should be designed and developed in accordance with this document and with the Councils' Neighbourhood Reserve Policy.

Good drainage and a firm turf surface are the prime requirements for providing good sports fields. Areas prone to ponding, high water tables and slow drainage are generally not suitable for use as sports fields. The slope of the turf surface must not be greater than 1 in 100.

Winter sports fields must have a minimum of 25m between the sidelines and any reserve boundary, and a minimum of 40m between the goal lines and any reserve boundary. Junior winter sports fields must have a minimum of 10m between the sidelines and any reserve boundary, and a minimum of 25m between the goal lines and any reserve boundary. Cricket blocks must have a minimum of 80m between any point on the block and any reserve boundary.

Wherever sports fields are to be provided, the developer shall supply a sewer connection as specified in the consent conditions and show this on the reserve development plan. This shall be installed over the legal boundary into the reserve and to the specified location.

### 10.5.2.3 Location of Utilities on Reserves

Any proposed primary utility lines and structures located on reserves must be shown accurately and to scale on the landscape drawings.

Aboveground structures, such as power kiosks and pump stations, must not be located on recreation reserves.

The Council must approve the location of any aboveground structure in an esplanade reserve or local purpose reserve.

Aboveground structures should be located on other types of reserve where they do not reduce the use of the reserve for its prime purpose or interfere with pedestrian and cycle paths.

Wherever reserves are to be provided, the developer shall supply a water connection as specified in the resource consent conditions and show this on the reserve development plan. This shall be installed over the legal boundary into the reserve and to the specified location.

### 10.5.2.4 Revegetation, Restoration and Connection of Habitats

Revegetation and restoration means planting native trees, shrubs and ground cover plants, based on ecological principles. It may involve infill planting in existing remnant plant associations or the re-establishment of lost associations. Such opportunities should be identified at the earliest stage in planning.

Developers should identify opportunities to use waterway corridors, recreation reserves and street trees to form "green corridors" linking existing and proposed habitats.

Revegetation and restoration planting may also be required along stream and riverbanks and in and around swales, soakage basins and wetlands. Plants used must be able to tolerate inundation and variations in the groundwater and surface water levels. Existing and future variations in micro-topography and microclimate should be taken into account.

Plants should generally be eco-sourced and endemic to the local area. Eco-sourcing means that the plants are grown from seeds which have been collected from old naturally established plants (e.g. forest remnants) that are as close as possible to the revegetation site. There are nurseries that specialise in eco-sourced plants.

Refer to Appendix A for planting guidelines.

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## Part 10: Reserves, Streetscapes & Open Spaces

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### 10.5.2.5 Existing Features

Any trees or shelter belts on the site that the Council does not want to retain shall be removed by the developer, including the removal of stumps and reparation of the surface.

Trees that are to remain on site shall be pruned by a qualified arborist to international best practice, and the wood disposed of by approved means. This shall include the removal of any deadwood or crossing branches, and any end weight reduction as required to prune the tree to a high arboricultural standard.

Any redundant or demolition materials shall be removed (including fences, stockyards, and farming use items) from the site.

See Appendix D for requirements for trees in reserves.

### 10.5.2.6 Grass Maintenance

All reserve grassed areas and road frontages must be able to be accessed by tractor-mounted or ride-on mowers typically used by reserve maintenance staff.

Concrete collars should be laid around lighting poles, bollards (where appropriate) and vehicle barrier posts to eliminate time-consuming mowing and weed control.

All grass slopes must be no steeper than a 1 in 4 gradient. On mounds, or where there is a significant change in gradient, lawns should be designed and constructed to avoid mowers scalping the ground surface.

Grass mixes appropriate to the lawn use should be used, e.g. playing field mix in playing field areas.

Refer to clause 10.4.3.8 for other details regarding grassed areas.

## 10.5.3 Park and Reserve Access

### 10.5.3.1 Vehicle Access and Parking

Access points are required for vehicles to undertake mowing, waterway management, rubbish collection, general maintenance and for emergency vehicles (such as ambulances) at sports parks. The location and serviceability of these vehicle access points shall be considered as part of the overall design.

Vehicle access points must be large enough to allow the entry of heavy machinery to clear dangerous vegetation and blocked waterways during storm events and fire fighting equipment wherever structures or planting present a potential hazard.

Access roadways and off-street parking may be required for reserves such as sports parks, district parks, and at the starting points of tracks. The developer shall ensure adequate space for parking areas is allowed for in the design.

Refer to the WDC *District Plan* for parking requirements, design and layout.

Removable barriers shall be located and designed to prevent unauthorised vehicles from damaging the reserve. The design of barriers must be consistent with other design elements in the reserve.

The design and construction of roadways, parking areas, vehicle crossings and cut downs must comply with CoP Part 8: Roading.

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## Part 10: Reserves, Streetscapes & Open Spaces

### 10.5.3.2 Pedestrian & Cycle Paths

Pedestrian and cycle paths are an integral part of the reserve design, as they connect access points and activity areas within and across the reserve. They must be accessible, convenient and safe, in accordance with the *CPTED* guidelines.

Formed pedestrian-only paths should be between 1.5m and 2.0m wide, and paths shared by pedestrians and cyclists should be at least 2.5m wide. Path width should be increased to 3.0m wherever a lot of people are expected to use the path.

Pathways and hard surfaces shall be laid at least 1.0m away from the trunks of reserve trees, with a clear space of 2.5m between the path and the lower branches of the tree, as shown in Figure 10.3.

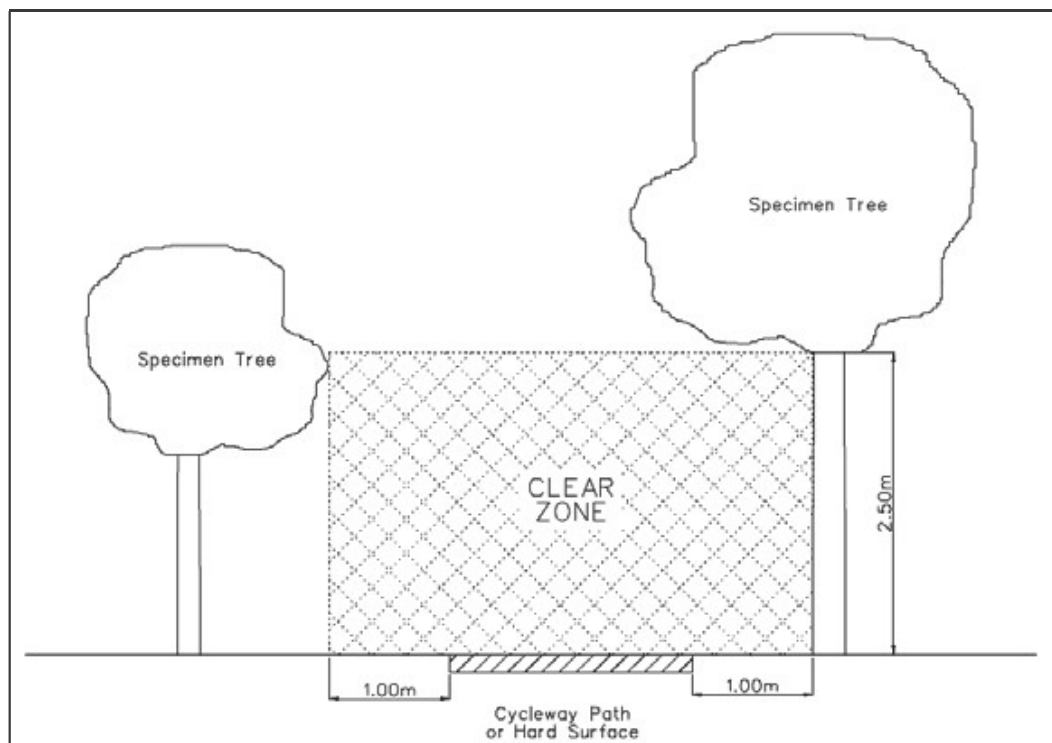


Figure 10.3 Tree offset to hard surfaces in reserves

Walking, mountain bike and multi-use tracks are also integral to the development of some reserves and the enhancement of existing networks, if new tracks can be linked to them. Design and construct walkways or other tracks to comply with NZS/AS 1657:1992 and SNZ HB 8630:2004.

In some reserves, boardwalks may be required as part of the path or walkway/track network to protect sensitive areas such as wetlands and the root zones of protected trees.

CoP Part 8 clause 8.6 –*Road Design* has further information on designing off-road linkages and CoP Part 11 has information on lighting pathways.

The design and construction of pedestrian and cycle paths must comply with CoP Part 8: *Roading*.

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## Part 10: Reserves, Streetscapes & Open Spaces

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### 10.5.4 Reserve Facilities, Structures and Furniture

#### 10.5.4.1 Playgrounds and Play Structures

The Council's objective is to provide and develop interesting playgrounds that meet the needs of the local community and, in the case of district facilities, the needs and aspirations of the greater community. Not all sites will be suitable for playgrounds.

Approval shall be obtained from the Council for any play equipment within a reserve, including the types and style of equipment. This prevents oversupply or duplication of play facilities in other nearby reserves.

It is important that any proposal integrates the formal play equipment into the entire landscape design for the reserve. The use of natural features in conjunction with formal play structures is desirable.

All play facilities must comply with:

- NZS 5828: 2004 Playground equipment and surfacing, and other applicable standards
- Reserves Activity Management Plan
- The Building Act

#### 10.5.4.2 Recreational Hard Surfaces, Ball Courts & Skate-Boarding Facilities

Recreational hard surfaces are designed to be suitable for many different uses such as skateboarding, rollerblading or handball games.

Approval must be obtained from the Council for any recreational hard surfaces, ball courts and skate-boarding facilities within a reserve, including the types and style of equipment. This prevents oversupply or duplication of these facilities in other reserves.

Skateboarding facilities are designed and built by the Council. Items such as grind rails or small walls may be suitable within a new development but these should be discussed with the Council before incorporating them into the design.

#### 10.5.4.3 Structures

Structures may be installed at the discretion of the Council. These include pergolas, bridges, jetties, boardwalks, barbeques, internal walls, fences and screens.

The design of structures must fulfil both functional and aesthetic requirements. They must be durable and not require a high level of maintenance.

#### 10.5.4.4 Artworks and Sculptures

The Council will consider any requests to install sculptures or other artworks on their merits. The Council will only accept artworks that are durable and do not require a high degree of maintenance.

Any artwork must be acceptable to the majority of the public, appropriate to the character of its setting and to other structural features. Integrated or functional artworks are preferred, such as bridges, light standards and seats.

#### 10.5.4.5 Signs

Reserve signage will be approved and generally installed by the Council following vesting of the reserve.

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## Part 10: Reserves, Streetscapes & Open Spaces

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### 10.5.4.6 Seats and Picnic Tables

The design of proposed seating and tables must be consistent with the character of the reserve and locality.

The proposed seating and tables must be robust, low-maintenance and safe for use by the public. They can be constructed from materials such as timber, concrete, steel or stone, but the material is not restricted to these examples. Their design must be approved by the Council.

### 10.5.4.7 Drinking Fountains & Litter Bins

These items must be durable, vandal-proof and consistent with other proposed site furniture and the overall character of the reserve. The Council must approve the design and installation of these items.

### 10.5.4.8 Boundary Fencing

Fencing covenants are required as a condition of consent for new reserves, including drainage reserves. The developer should co-ordinate fence designs around any reserve or waterway before the subdivision is completed and sections are sold, in order to establish a consistent character.

The Council encourages the use of open frontages onto reserves, where acceptable to the residents. This concept ranges from no fence, so that private gardens merge with the reserve landscaping, to low hedges, climbers on trellis and other “green living” barriers.

Boundary fences over 1.2m high are encouraged to be at least 80% open, in order to enable clear visibility from neighbouring properties.

### 10.5.4.9 Lighting

The Council prefers to light only those paths and cycleways that are designated safe routes, as identified through the *CPTED* process. Although lighting can be beneficial, areas that are lit are not necessarily safe and can give an undesirable message that it is safe to use an area after dark.

The *CPTED* guidelines explain how to use lighting appropriately. Refer to CoP Part 8 clause 8.6 – *Road Design* and Part 11 clause 11.4.5 – *Category P (Cycleways and Paths in Reserves) Lighting* for more detail.

### 10.5.4.10 Irrigation

The Council’s long-term goal is efficient and sustainable use of the District’s water supply. The need for irrigation should be minimised by matching plant species to local site conditions.

Irrigation in streets or reserves may be approved at the expense of the developer when it is necessary to overcome difficulties with local site conditions that could prevent the reasonable growth, health and survival of lawns and amenity plantings. The Council should be contacted to discuss the type and control of the irrigation system.

After the establishment period is ended, the Council may negotiate to take over the system at no cost, otherwise the water supply may be required to be disconnected and the irrigation pipes removed.

Revegetated and restored sites are not to be watered unless extreme drought conditions prevail during establishment.

Irrigation systems should be installed in accordance with the WDC *Subdivision Irrigation & Watering Systems Policy*.

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## Part 10: Reserves, Streetscapes & Open Spaces

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### 10.6 ESTABLISHMENT AND MAINTENANCE

#### 10.6.1 Presentation at Practical Completion of Reserves and Streetscapes

At the time of Practical Completion, all reserves and street gardens must be presented in a tidy condition in accordance with the agreement negotiated with the Council. Refer to clause 10.5.1 – *Reserve Planning*.

Landscaped areas that have been developed must, as a minimum, meet the following general requirements:

- Be free of weed species, tree stumps (above and below ground) and other specified vegetation;
- Be free of surplus, unwanted construction materials, debris, waste (liquid or solid) and rubbish;
- Present an established cover of grass complying with Appendix C (lawn areas only);
- Meet the minimum standards and specifications set out in the appendices for all trees and planted areas;
- Be completed by the developer to agreed plans and standards, within the agreed timeframes and to the satisfaction of the Council.

The Council will inspect all new assets prior to the release of the 224(c) certificate to ensure that the minimum standards and specifications set out in the appendices are met.

#### 10.6.2 Maintenance Requirements

The developer is responsible (and will be bonded) for the establishment, routine maintenance and any replacement of the planting, lawns and associated works during the maintenance period.

The length of the maintenance period is 12 months for shrubs and gardens, following the date of issue of the Council's Completion Certificate. The maintenance period for street and reserve trees shall be 24 months. The maintenance period is to demonstrate that the plants are well established, healthy and fit for purpose.

The developer shall rectify any damage to turf or surrounding areas including scalping, wheel rutting and damage caused by faulty machinery and third party contractors.

All dead, dying, diseased or damaged trees and plants (damage includes vandalism, theft and inappropriate pruning) or those trees and plants that do not conform to the Standard Specifications (included in the appendices) shall be replaced at the developer's cost, as required to maintain the original numbers, grades and species as per the approved plans. Replacement shall take place as soon as favourable planting conditions exist (i.e. winter months). Replacement trees shall be subject to a further 24 month maintenance period.

Paths, roads and all other accessways shall be kept clear of excess growth. This includes sight lines as set out in Figure 10.1 and minimum clear heights over paths and cycleways of 2.5m.

A qualified arborist must undertake formative pruning of trees at least once during the maintenance period. All pruning must comply with recognised international arboricultural best practice. At no time shall crown-lifting (removal of lower branches) exceed more than 1/3 of the total height of the tree. Trees that have been topped or are not up to a high arboricultural standard (as determined by the Parks Advisor) will not be accepted.

A qualified horticulturalist must undertake any required pruning of plants (e.g. shrubs and groundcovers) once planted. All pruning must comply with recognised horticultural practice.

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## Part 10: Reserves, Streetscapes & Open Spaces

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The Standard Specifications included in the appendices outline the minimum establishment and maintenance standards required, and the recommended procedures to be followed, to ensure that all landscape works are at an acceptable standard prior to final inspection and release of the bond. CoP Part 2 clause 2.12 – *Bonds* elaborates on these requirements.

Contract auditing will be in accordance with the specific contract auditing specifications included in the appropriate Specification (see the appendices).

**STANDARD SPECIFICATION**

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## Tree Planting

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**STANDARD SPECIFICATION**

## Tree Planting

### 1.0 TREE SELECTION

- 1.1 Each tree shall be of nursery stock and be of good form that is true to species. Each tree will have a well developed and well shaped trunk or stem and branch placement. Plants shall be healthy, vigorous and free of disease, injury, parasites or insects and shall not be pot-bound. All root masses, except open ground trees shall retain their shape and hold together when removed from their containers.
- 1.2 Trees shall be a minimum of 2.5 metres above the ground level, have a trunk calliper measurement no less than 30mm at ground level, and have a container size of no less than 35 litres or pb95 at the time of planting.
- 1.3 Bare root stock will be accepted only in exceptional circumstances, at the discretion of the Parks Advisor.

### 2.0 TREE SUPPLY AND CARE

- 2.1 The Contractor shall inspect the trees upon delivery and/or at collection time and inform the Parks Advisor within a day of this of any unacceptable defects in the trees supplied.
- 2.2 Trees shall have a sturdy, clean, straight, stem. Trees shall be a minimum of 1.8 metres in height with a stem diameter that supports the tree without the need for supporting hardware attached to the main stem for support. Trees will be specified using the measurement ranges stated in Table 1. The stem diameter measurement is taken at 150 mm above the ground for trees up to 100 mm calliper size and 300mm above the ground for larger trees.

**Table 1 Minimum Stem Diameter**

Average Height Range (m)	Minimum Stem Diameter (mm)
1.5-1.8	15
1.8-2.5	20
2.5-3.0	30
3.0-3.6	40
3.6-4.2	60
4.2-4.8	80
4.8-5.5	100
5.5-	130

- 2.3 The Contractor will be expected to pick up and deliver trees to site in a good condition. The trees are to be protected during transportation, loading, unloading and planting. Any trees damaged by the Contractor will be replaced at the Contractor's expense.
- 2.4 Any bare rooted trees are to have the roots protected at all times to prevent drying out. They must be in a moisture retentive material such as damp straw or Hessian.
- 2.5 It is the Contractor's responsibility to ensure that trees are watered before they are transported from the nursery. Once trees leave the nursery they are the responsibility of the contractor.

**STANDARD SPECIFICATION**

## Tree Planting

### 3.0 SETTING OUT

- 3.1 All trees shall be set out with their locations and spacing in accordance with the supplied landscape or planting plan and/or any agreements reached between the Parks Advisor and Contractor.
- 3.2 Specimen trees and large shrubs in reserves should be planted no closer than the offsets specified in CoP Part 10, Table 10.1 *Minimum tree offsets to reserve boundary*. These offsets are from boundaries with residential properties or from hard surfaces like kerbs, footpaths and cycleways. Specimen trees in lawns shall be planted as far apart as necessary to allow for full growth within a 50-year life span
- 3.3 Specimen trees and large shrubs in the road reserve should be planted in compliance with the offsets specified in Standard Drawings 600-245A/B/C. These offsets are from kerbs, service trenches and hard surfaces like footpaths and cycleways.
- 3.4 The locations of the trees shall be verified by the Parks Advisor by either an approved landscape plan or on-site meeting before any planting works commence.
- 3.5 The Parks Advisor may require that the position of various trees and/or groups of trees be changed onsite as the planting proceeds. The Contractor shall cooperate with this.

### 4.0 PLANTING TECHNIQUE

- 4.1 The following specifications and the specifications required by Standard Drawings 600-501A or 600-501B are to be adhered to when carrying out tree planting:

Weed free circle/mulching	400mm radius tree circle covered with 7.5cm deep bark mulch.
Tree pit	Pits shall be at least 150mm wider than the root spread each side of the tree and at least 150mm deeper. The bottom of the hole shall be forked over to an additional depth of 150mm to facilitate root penetration, air movement and free drainage. The finished surface shall be slightly convex towards the middle of the pit. The backfilled soil shall be a 50/50 mix of topsoil and compost mix.
Ties	Tree tie shall be looped around the stakes and then bound over itself repeatedly to form a tight support to the tree with giving enough room for slight movement. The tie should be of a black webbing type.
Staking posts (size)	50 x 50 mm timber stakes. If there are multiple trees to be planted, the stakes shall all be uniform in appearance to each other.
Irrigation	A 1900mm long section of perforated Novaflow pipe shall be inserted into the tree pit. The Novaflow is to run down one side of the tree pit, under the intended rootball and up the opposite side of the tree pit to be level with the ground surface. The other end is to extend above the intended mulch layer by 20mm. Both ends of the pipe should be capped.  Underground irrigation systems can be used instead of manually watering.
Fertiliser	Each tree shall receive a balanced slow release fertiliser to the amended soil mix.

- 4.2 Planter bags shall be removed from the root ball and the bags removed from the site. Rootballs shall be saturated prior to planting and roots loosened if appropriate.

**STANDARD SPECIFICATION**

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## Tree Planting

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- 4.3 Roots shall not be exposed to the sun or wind at any time. As soon as the tree is removed from the bag, it is to be planted immediately. If plants are slightly potbound the roots shall be loosened, trimmed and spread out to ensure healthy growth.
- 4.4 The bottom and sides of the planting holes are to be loosened to encourage root movement into the surrounding soil. Where an auger or similar method is used to excavate the tree pit, the sides of the excavation shall be scarified before planting.
- 4.5 Soil removed from the planting hole shall be amended with compost and fertiliser as per the table above before planting.
- 4.6 The tree is to be planted in the centre of the pit with the amended soil/compost mix backfilled and compacted by heeling in firmly so as to ensure that there are no air pockets below the surface.
- 4.7 Vertical staking (600-501B) will be adopted as the preferred method of above ground staking. Diagonal staking (600-501A) may be used in high vandalism areas but only by the approval of the Park Advisor. Tree stakes are to be firm in the ground and if multiple planting is to be carried out the stakes are all to look uniform. Tree ties are to be visually level in appearance.
- 4.8 The nursery earth marks on each tree's trunk shall be at the same level as the existing ground level once planted.
- 4.9 The finished surface shall be compact, firm and level. Any surplus planting material from the holes shall be removed from the site and the surrounding grass raked free of any residue.
- 4.10 All trees shall be well watered within two hours of planting to assist in the bedding in of the tree. Watering shall be of such that moisture has penetrated to the full rootball. If watering cannot be provided at the site, the Contractor will need to provide his own water supply.
- 4.11 Council reserves the right to ask the Contractor to install root barriers (generally in a street environment) when required. Root barriers may be installed at the time of planting on the kerb side and the footpath side of each tree or where there are other infrastructural services (including private or public buildings or other structures) likely to be affected by future growth. Each barrier shall be a minimum of 2000mm length x 600mm depth x 0.5mm thickness. The top of the barrier is to be level with the surrounding surfaces i.e. not protruding above the surface. The proposed root barrier is to have the approval of the Parks Advisor prior to installation.

### **5.0 MULCH**

- 5.1 The tree circles shall be mulched with a good quality bark such as "Budget Bark" from Taggarts, Rangiora, at an approximate settled depth of 75mm.
  - 5.2 All bark mulch shall be free from all other matter, organic or inorganic. All mulch shall also be free from phytotoxins and pathogens, and free of weed species including chip from willow, poplar or any other adventive weed species.
  - 5.3 A minimum circle of 50mm around the trunk of the tree shall be kept clear of mulch to avoid problems with trunk burn.
  - 5.4 Mulch shall be placed in such a way that it does not run onto any other surfaces, such as grassed, paved or sealed areas.
  - 5.5 At no time shall any topsoil be mixed into the mulch.
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**STANDARD SPECIFICATION**

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## Tree Planting

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**6.0 EDGING**

- 6.1 All tree circles shall have a maintained edge. An edge is typically comprised of a minimum vertical cut of 100mm deep on the lawn perimeter, with soils pulled back into the planting hole from the cut to provide a smooth, rounded and defined edge and to avoid any soil spread to lawn areas.

**7.0 SITE CLEAN UP AND RECTIFICATION**

- 7.1 The planting site will be left in a clean and tidy condition at the completion of the work, with any loose stones and soil being removed from grass verges.
- 7.2 The Contractor shall ascertain if ground conditions are suitable before commencing the work. Any damage to the turf or surrounding areas resulting from work carried out in unsuitable conditions shall be rectified by the Contractor at the Contractor's own expense.

**8.0 HEALTH AND SAFETY**

- 8.1 The Contractor shall ensure that all requirements of the Health and Safety in Employment Act 1992 are complied with.
- 8.2 If working on the road or road verge, the Contractor shall have in place an approved Traffic Management Plan for the work.
- 8.3 The Contractor shall be solely responsible for public safety within and around the site and shall provide all necessary warning devices, barricades and personnel to ensure adequate safety, protection and warning to any person or vehicle or any property within and around the site.
- 8.4 The Parks Advisor shall be entitled to inspect the site and all plant and equipment at any time to ensure the Contractor is complying with its obligations under section 8.0.

**9.0 MAINTENANCE SPECIFICATIONS**

- 9.1 The Contractor shall maintain the trees for a period of 24 months to ensure their successful establishment. Council will accept the trees when the trees have passed their final audit and have been jointly signed off by the Parks Advisor and Subdivisions Engineer, after the 24 month maintenance period.
- 9.2 The Contractor shall maintain the level of mulch around the trees during the 24 month maintenance period to the depth specified above. Mulch shall be kept off grass and hard surfaces.
- 9.3 During the maintenance period, trees shall be watered on a weekly cycle during the summer period (Oct-Mar) and/or as directed by the Council. Each tree should receive approximately 40 litres of water per application in order to saturate the rootball. During period of drought the trees should be watered twice a week at the same 40 litre application. Water shall be applied at low pressure from a height of less than 500mm radially to 600mm from the base of the tree. Care shall be taken to avoid the displacement of soil or mulch whilst undertaking this watering. Where Novaflo pipe has been installed, water should be feed directly into the pipe instead of around the base of the tree. If an underground irrigation system is installed, the Contractor shall monitor the amount of water applied to all trees regularly to establish that water is being applied at adequate amounts for the trees and that all trees are being supplied water.
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**STANDARD SPECIFICATION**

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## Tree Planting

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- 9.4 Fertiliser is to be applied to each tree in the Spring of the year following planting. This fertiliser shall be in the form of a balanced slow release fertiliser such as Nitrophoska Permanent, which has a 12 month release period.
- 9.5 Trees should be checked bimonthly. This must include checking ties and stakes to ensure the trees are secure and that they maintain a proper form.
- 9.6 Trees damaged, in poor form or dead during the maintenance period shall be replaced during the next planting season, at the Contractor's expense, as required to maintain the original numbers, grades and species, as per the approved plans. Any replaced trees will require a 24 month maintenance period commencing from when the tree is planted.
- 9.7 Trees shall be kept free of pests and diseases, and tree mulch circles free of weeds and inorganic litter in order to achieve their optimum performance and visual amenity.
- 9.8 All edging shall be maintained in a sharp, neat and vertical condition with all cuttings removed off site on the day of activity. All curves shall be smooth and regular.

### **10.0 CONTRACT AUDITING**

- 10.1 The Council will audit compliance with the contract by both site inspections and checking of associated documentation to the extent necessary to ensure the work is completed in accordance with the approved plans and specifications and to the Council's standards.
- 10.2 The Contractor shall notify the Parks Advisor at least one working day prior to commencing various stages of the works. This is to enable audit inspections required by the contract to be performed.
- 10.3 The Parks Advisor shall send the Contractor a copy of an audit carried out, with any areas of concern identified.
- 10.4 Acceptance criteria shall be as follows.
- a) Trees shall be thriving:
    - With new extension growth present
    - With less than 20% of the original foliage having dropped.
    - With less than 20% dieback of the new foliage, distributed across the entire plant.
    - With less than 5% localised dieback of individual branches.
  - b) Each tree shall be of good form that is true to species. Each tree will have a well developed and well shaped trunk or stem and branch structure. Plants shall be healthy, vigorous and free of disease, injury, parasites or insects.
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**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** RES-01-12/ 250724135832

**REPORT TO:** RANGIORA ASHLEY COMMUNITY BOARD

**DATE OF MEETING:** 13 August 2025

**AUTHOR(S):** Chrissy Taylor-Claude, Parks Officer  
Bex Dollery, Biodiversity Team Leader

**SUBJECT:** 151 Northbrook Road Food Forest

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

  
General Manager

  
Chief Executive

**1. SUMMARY**

- 1.1. The purpose of this report is for approval to install a food forest at 151 Northbrook Road near Northbrook Wetlands at the request of a community group who will be installing and funding the project.
- 1.2. In March 2025, the Rangiora-Ashley Community Board received a deputation with a proposal to install a food forest in the Northbrook Wetlands in Rangiora. The RACB requested that staff investigate this as a possibility and report back on options to support this proposal.
- 1.3. This project is being driven and funded by a group of dedicated community members and volunteers. The food forest is not expected to create maintenance costs for Council as the group intends to provide for ongoing maintenance of the site.
- 1.4. Food forests aim to foster connection, resilience, and sustainability by providing spaces that improve quality of life and support mental and physical health. They offer fresh produce, such as fruits, vegetables, herbs, and medicinal plants, for residents and visitors, while also serving as educational hubs to upskill youth and the wider community. These spaces can attract tourism and generate economic benefits for the local area.
- 1.5. Upon investigation of the site, it was revealed that Northbrook Wetlands is a Hazardous Activities and Industries List (HAIL) site, making it unsuitable for food producing plantings. Therefore, another site was proposed at the entrance to the adjoining stormwater reserve at 151 Northbrook Road (attachment i).
- 1.6. The land at 151 Northbrook Road is a Waimakariri Water Services Unit asset for stormwater purposes and has a pathway linking to Northbrook Wetlands. Both reserves are well used by the community. The Water Services team are supportive of a food forest in this location.
- 1.7. Food forests are designed to be self-maintaining. If the community group was in future no longer able maintain the site, Council staff may need to take on maintenance. However, this should be at minimal cost. The area would be assessed to determine whether to revert it to grass, or to retain the site in its existing state.
- 1.8. Staff will work with the food forest group as to whether the food forests in our district can be added to online maps and databases for the public to locate fruit trees and other produce.

Attachments:

- i. Images of proposed location. TRIM: 250723135169.
- ii. Northbrook Food Forest Proposal from the community group. TRIM: 250723135192.

**2. RECOMMENDATION**

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 250724135832.
- (b) **Approves** approximately 200m<sup>2</sup> located at 151 Northbrook Road for the installation of a Food Forest.
- (c) **Notes** that the project is being driven, funded, and maintained by a group of dedicated community members and volunteers (there is no impact on rates as the project is externally funded by the group).
- (d) **Notes** that the food forest is not intended to be leased to the group as they are not set up as an official entity. This means if there was no longer interest in supporting the planting, Council would retain the right to revert this back to a low maintenance design. If this was to occur, further reports would be submitted to the Rangiora Ashley Community Board for decision.
- (e) **Notes** that Council staff will work with the lead community members to develop a Memorandum of Understanding to clarify roles, responsibilities, and legislative requirements. This will include development of a health and safety plan to protect council staff, volunteers, and the public.
- (f) **Notes** the land in question is currently not used for any other organised recreational use and the Food Forest will not adversely impact any other Northbrook Wetland recreational activities.

**3. BACKGROUND**

- 3.1. The aim of food forests is to connect people, increase resilience and sustainability, improve living quality, strengthen mental and physical health, up skill youth and community, and attract tourists, resulting in generating profit for the community. A community food forest provides food for residents and those wishing to forage. This includes fruits, vegetables, herbs and medicinal plants.
- 3.2. There is a small group of dedicated community members who would like to plant and grow a food forest. This group includes residents from the neighbouring subdivision. There is also an informal list of approximately 40 people who have indicated interest in helping with the food forest.
- 3.3. In March 2025, the Rangiora-Ashley Community Board received a deputation with a proposal to install a food forest in the Northbrook Wetlands in Rangiora.
- 3.4. This resulted in staff investigating possible configurations in Northbrook Wetlands for the proposed food forest. Upon investigation of the site, it was revealed that Northbrook Wetlands is a Hazardous Activities and Industries List (HAIL) site. This makes it unsuitable for food producing plantings.
- 3.5. Council staff met with the community members driving this project at Northbrook Wetlands to have a look at possible options for the food forest. A site was proposed at the entrance to the adjoining stormwater reserve and is approximately 200 square metres (151 Northbrook Road, Figure 1).
- 3.6. The 151 Northbrook Road land is a Waimakariri Water Services Unit (previously named 3 Waters Unit) asset for stormwater purposes and has a pathway linking to Northbrook Wetlands. Both reserves are well used by the community.

- 3.7. Greenspace staff have shared the proposed location to the Water Services team, and they are supportive of a food forest in this location. Greenspace will continue to work with Water Services to ensure installation goes smoothly and a health and safety plan is in place for installation.



**Figure 1. Approximate proposed location of food forest highlighted in orange.**

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

- 4.1. Option 1: Approve installation of a food forest at 151 Northbrook Road.

Staff recommend this option for the food forest due to its central location within Rangiora and its accessibility to the public. This site would be supported by neighbouring residents who are committed to the ongoing stewardship of the area. If this option is selected, an MOU will be created with the community group to establish operational roles and responsibilities. The site will be maintained by the community group and made available for the wider community to enjoy. The group have already received a selection of trees and plants via donations from the community and are keen to start planting (weather dependant).

- 4.2. Option 2: Approve installation of a food forest at another location in Rangiora.

This option is not recommended by staff because Northbrook has been chosen for its centrality in Rangiora and has been selected and supported by the local community. This area is well-used, and the food forest is expected to draw more people to the reserve and encourage the community to learn about sustainable food practices. This area is also visited by Peppertree Preschool who have shown interest in the possibility of a food forest here. If this option was preferred, any proposed locations would need to be investigated by staff and brought back to the Board in a report for approval.

- 4.3. Option 3: Decline the proposal.

Staff do not recommend this option because a food forest will provide an opportunity for learning and community connection and is reflective of the support Council is seeing with the food satisfy movement. Approximately 20% of New Zealanders are classified as food insecure, meaning they are lacking access to safe, affordable, nutritional and culturally appropriate food. A social and community-based food forest will allow better access to affordable food for a growing number of low income or no income families.

#### 4.4. **Implications for Community Wellbeing**

There are positive implications on community wellbeing by the issues and options that are the subject matter of this report. As mentioned above, food forests promote connection, resilience, and sustainability by enhancing wellbeing, offering fresh produce, and serving as educational and economic assets for the community and visitors.

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

### 5. **COMMUNITY VIEWS**

#### 5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū may have an interest in the subject matter of this report, due to the project's opportunity to enhance biodiversity values which are aligned to Te Ao Māori.

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

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. The Peppertree Preschool is known to use the area for educational purposes, teaching the children about flora, fauna, food and resources found within the reserves. Teachers have indicated that they would be interested in a food forest and incorporating further learnings for the children. There is also support from neighbouring residents, but the food forest is located away from houses to reduce possible disturbances. Staff note that the food forest is expected to attract groups such as schools, preschools, walking groups, and other groups to the reserve.

#### 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 as this area is a popular reserve and connected to the Northbrook Wetlands.

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

#### 6.1. **Financial Implications**

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

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

This community-led project is being driven and funded by dedicated community members and volunteers. The group have some plants available already that have been gifted to the group and expect to attain more plants through donations and fundraising if required.

The food forest is not expected to create maintenance costs for Council as the group is intending to maintain the site. There is a risk that if the community group can no longer maintain the site in future, Council staff would then need to take on maintenance and the associated costs. The area would be assessed to determine whether to remove the plantings and revert the area to grass, or to retain the site in its existing state. However, it is important to note that food forests are designed to be self-maintaining, resulting in no ongoing maintenance costs to Council.

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

The recommendations in this report do have positive sustainability and/or climate change impacts. Food forests assist in teaching the community how to plant food sources in their backyard and sustainable food practices. Planting a food forest also generates several pollinating species onsite which is vital for thriving ecosystems.

### 6.3. Risk Management

There are risks arising from the adoption/implementation of the recommendations in this report. There is a risk that if the community group cannot maintain the site in future, maintenance may revert to Council staff along with the associated costs. However, food forests are designed to be self-maintaining, resulting in minimal maintenance costs.

### 6.4 Health and Safety

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

Due to works involving soil disturbance, exposure to contaminants could potentially occur. A health and safety plan will be created to minimise and mitigate such risks. The respective responsibilities and obligations of the leading community group and council will be detailed in this plan and the associated Memorandum of Understanding.

The food forest plantings would be near a water source (stream/ wetland area) and therefore risks that a person could fall into the stream. However, to staffs' knowledge, there have been no reported water incidents and staff do not expect this to be an issue. To help mitigate this risk, the plantings would be at least 5m from the water's edge. If there are health and safety concerns, fencing could be installed between the stream and food forest to help prevent risk.

The group would develop a health and safety plan, including equipment and tools being used e.g. wheelbarrows. The first lot of trees would be planted over a few weekends as plants and trees become available to the group.

## 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. However, this is aligned with the Waimakariri Natural Environment Strategy which aims to support and advocate for the creation of food forests in appropriate areas and the creation of urban pocket forests.

### 7.2. Authorising Legislation

Local Government Act

### 7.3. Consistency with Community Outcomes

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

#### Environmental

- People are supported to participate in improving the health and sustainability of our environment.
- Land use is sustainable; biodiversity is protected and restored.
- The natural and built environment in which people live is clean, healthy and safe.
- 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.
- 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 Rangiora-Ashley Community Board have delegated authority to approve the recommendations in this report.



## Location of Proposed Food Forest



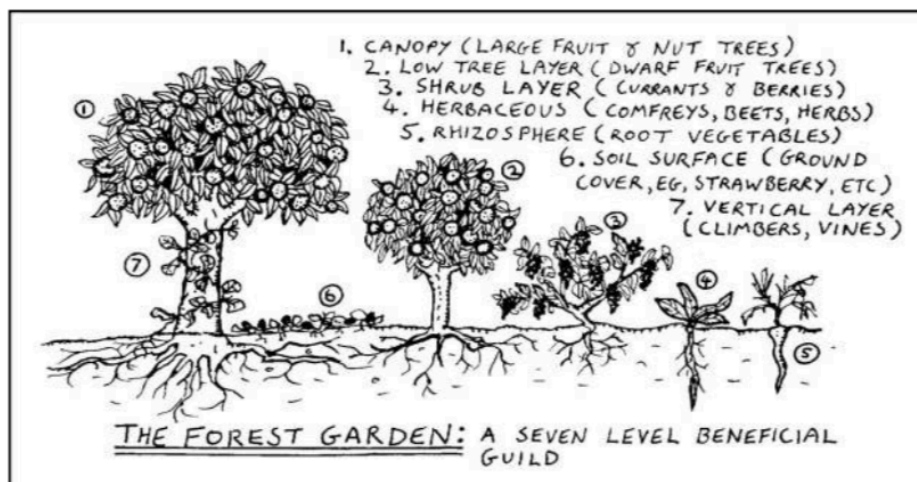


## NorthBrook Reserve Proposed Food Forest

Creating a food forest is an exercise in connecting people, increasing resilience and sustainability, reducing net migration, improving living quality, creating jobs, strengthening mental and physical health, up skilling youth, attracting tourists and generating profit for Rangiora and the Waimakariri District.

Generally, a food forest requires less maintenance than a traditional garden or monoculture system. Nature ensures that the forest survives and thrives. It balances itself through self-regulation and feedback loops.

A community food forest provides an abundance of food for residents and those that wish to visit to gather – fruits, vegetables, herbs and medicinal plants by way of a layered permaculture companion planting system. 20% of New Zealanders are classified as food insecure, which means they are lacking access to safe, affordable, nutritional and culturally appropriate food. A social and community based food forest will allow better access to affordable food for a growing number of low income or no income families



### How to start a food forest

Start with planting canopy layer trees, these are the larger fruit and nut trees.

The best time to plant a fruit tree was years ago, but today is as good a day as ever.

When it come to planting which trees, choose fruit that you like to eat and is able to grow in your climate. If you look at the price of the tree versus the decades of fruit that you will gather each year, it's an extraordinarily good investment.

To kill the grass and build soil around the freshly planted fruit/nut trees, lay thick layers of cardboard or newspaper (not glossy as it maybe toxic) then apply a thick layer (at least 300mm) of mulch ideally sourced from trees that have been mulched inclusive of leaf litter (leaf litter will assist with speed of breakdown of the mulch). To start you can't plant directly into the mulch, it's there to build soil, breakdown and feed the surrounding plants and trees, will retain moisture. It will be at least a season or two before the mulch will be broken down enough to plant anything into it. Until then all plants should be planted through the mulch and into the soil below. At this early stage, existing trees or when

planting trees, make sure room is left around the tree trunk allowing the tree to "breathe" minimising rot and decay.

Here is a description of the layers of a food forest, making it quite different to an orchard or a garden.

The **canopy layer** is either a fruit or a nut tree, choose a fruit that you like, apple, pears, apricots, plums, peaches, figs etc and plant the tree in the centre of where you want to create your food forest. Either plant the main fruit tree first or dig through the mulch and plant into soil, make sure you keep mulch 300mm away from tree trunks and ensure grafts are not covered. Otherwise the mulch will rot the tree trunk killing it.

The **second layer**, choose a smaller fruit tree (semi dwarf apricot or nectarine etc) or a citrus tree (lemon, mandarin, lemonade, loquat etc), or even a small nut tree like a hazelnut. Depending on your space and amount of light you could choose 3-5 types of smaller tree to go in this layer. We also plant beneficial plants like kowhai and kakabeaks in this layer to provide nitrogen to the other trees and plants.

**Third layer**, choosing what berries you like, currants (red, black and white), cranberries (chilean quavas), gooseberries, goji berry, raspberries (red and golden) golden raspberries are so yummy, the birds don't know they are ripe as it's not until they turn orange that they are ready to pop straight in your mouth. Again space dependant you could have a multitude of different berry types at this layer.

**Fourth layer**, choose perennial vegetables/herbs (asparagus, rhubarb, globe artichokes, chives, coriander), flowers that will attract bees and are edible, ie nasturtiums, rosemary, sage, thyme, oregano, lavender, borage etc. We always plant comfrey an abundant accumulator, a long tap root that mines for nutrients like potassium and phosphate. As it grows I chop and drop it, spreading around the leaves, which quickly breakdown and feed the surrounding plants. Comfrey is a wonderful compost starter and brilliant liquid plant feed, the purple flowers bring in the pollinators and in the medieval days was called knit bone, used as a poultice it is said to help broken bones heal.

**Fifth Layer**, choose wild and normal strawberries (white and red), incredibly strawberries don't mind a bit of walking over. At this layer you can include pumpkins, kamokamo, squash, rhubarb etc. The idea is to cover the garden with an abundance of plants, if you don't do it, nature will with weeds. However many weeds are edible and very nutritious ie cleavers, yes that sticky velcro plant can be eaten and even dried as a coffee substitute.

**Sixth layer** is our root crop layer, you don't want to dig up and disturb the soil/mulch, so root crops are isolated too turnips, carrots, parsnips, beetroots etc. Pop your potatoes and kumara in a separate area to your food forest. Sprinkle a few seeds of daikon (Asian radish) in open spots because the long roots can often be pulled with one mighty tug rather than dug; and, if you don't harvest them, the blossoms attract beneficial bugs and the fat roots add humus as they rot.

**Seventh layer** is climbing plants, beans and peas, even hops. The plants will climb up the trees or you can install frames. Peas and beans are not only food, they are plants that will provide nitrogen to the other plants. This layer filling the unused regions of the all-important third dimension with food and habitat. Here are food plants, such as kiwifruit, grapes, hops, passionflower, and vining berries. **These can include climbing annuals such as squash, cucumbers, and melons.** Some of the perennial vines can be invasive or strangling; hence, they should be used sparingly and cautiously.

Gaps in your food forest plant annuals like lettuces, which don't need lots of light to grow well so can be planted on the shady side of the food forest. If you wish include brassicas like cauliflower, Brussel sprouts, anything you like to eat, plant away...including peas which are a lovely snack and once finished producing will add nitrogen to benefit the other plants/trees... going back to brassicas, the flowers are so yummy, throw them into salads.

We plant garlic, chives and onions as food but they can also ward away pests.

We plant tomatoes and purposely don't stake them as many varieties grow well by just letting them go bush.

In time you will find that in your mulch layer will start growing mushrooms, a sign that your soil is healthy and alive (do not be tempted to eat the mushrooms they maybe poisonous) You may want to inoculate areas of mulch with suitable edible mushroom spores.

Due to the depth of mulch, one of the last things to do is to install borders, the borders need to be high, 200-300mm height to retain the mulch, as birds will like to pick through the leaf litter. The borders will make things look tidy and easier to mow around

I have described above a single food forest guild, if you have room, you can plant at a spacing of 5-10 meters a multitude of different canopy trees. The more guilds of course will give you wider selection of food to eat.



Examples of guilds... the key is abundance...plant and fill the gaps:

<b>Apple</b>	
Nasturtium	Ground cover – repels codling moth
Chives, Onions, Garlic	Root zone – inhibits apple scab, pest repellent
Foxgloves	Herbaceous layer – stimulates growth, protects against fungal disease
Wallflowers	Herbaceous layer – beneficial companion plant
Horsetail	Ground cover – anti-fungal
<i>Bad Companions</i>	<i>Grass, Potatoes</i>

<b>Pear</b>	
Borage	Herbaceous layer – increases general health of plants
Clover	Ground cover – adds nitrogen to soil
Comfrey	Herbaceous layer – dynamic accumulator of potassium, natural fertiliser
<i>Bad Companions</i>	<i>Grass</i>

<b>Peach/Nectarine</b>	
Garlic	Root zone – inhibits leaf curl, pest repellent
Southernwood	Herbaceous layer – pest repellent
Basil	Herbaceous layer – pest repellent
Tansy	Herbaceous layer – pest repellent
Chamomile	Ground cover – stimulates plant growth
Comfrey	Herbaceous layer – dynamic accumulator of potassium, natural fertiliser
<i>Bad Companions</i>	<i>Tomatoes, potatoes</i>

Apricot	
Basil	Herbaceous layer – pest repellent
Tansy	Herbaceous layer – pest repellent
Southernwood	Herbaceous layer – pest repellent
Chives, Onions, Garlic	Root zone – inhibits apple scab, pest repellent
Comfrey	Herbaceous layer – dynamic accumulator of potassium, natural fertiliser
<i>Bad Companions</i>	<i>Tomatoes, Sage</i>

### Windbreaks

Windbreaks are barriers used to reduce and redirect wind. They usually consist of trees and shrubs but also may be perennial or annual crops and grasses, fences, or other materials. The reduction in wind speed behind a windbreak modifies the environmental conditions or microclimate in this sheltered zone. The trees and plants will produce larger crops with effective windbreaks.

For windbreaks I use native trees, plants and grasses, not only because they are effective, but also from a medicinal point of view, Rongoa. Your food forest could become a foraging haven for those with the knowledge, to come and forage for traditional medicinal plants. I have grown kawakawa under trees in Kaiapoi, a location not normally suited for this wonderful native plant. But if you create the right climatic conditions, you can grow a wide range of plants and trees.

### Rongoa Plants/trees

AKE AKE (Dodonaea viscosa)  
 ANGEANGE (Usnea barbata)  
 HARAKEKE, New Zealand Flax (Phormium Tenax)  
 HOROPITO (Pseudowintera colorata)  
 Kakabeak - nitrogen fixer  
 KAWAKAWA (Macropiper Excelsum) pepper tree  
 Kanuka  
 Kowhai - nitrogen fixer  
 KOROMIKO, Veronica (Hebe sticta/salicifolia)  
 KUMARAHOU (Pomaderris kumarahou)  
 MAKOMAKO (Aristelia serrata)  
 MANUKA (Leptospermum scoparium) tea tree

MAMAKU (*Cyathea medullaris*)

Matipo (red matipo) *Myosin Australis* - for high blood pressure

Mingimingi - *Coprosma propinqua* - <https://kahikateafarm.co.nz/product/mingimingi/>

NGAIO (*Myoporum laetum*)

PLANTAIN (*Plantago Major*) Also known as KOPAKOPA

PATETE *Schefflera digitata* (Seven finger)

POROPORO *Solanum Aviculare*

POHUTUKAWA (*Metrosideros excelsa*)

PURIRI (*Vitex lucens*)

Rangiora - bushman friend - toilet paper, poisonous not to be swallowed.

TANEKAHA (*Phyllocladus trichomanoides*)

## How Much Maintenance Is a Food Forest?

An edible food forest is the ultimate in producing, food whilst keeping in harmony with nature.

Forests usually exist without active management from humans.

- No one weeds a forest
- No one prunes the trees in a forest
- No one fertilizes a forest
- No one sprays for pests and disease in a forest
- No one waters a forest
- No one mulches a forest

During the first few years after planting, a food forest may require more maintenance to establish the young plants and ensure they are growing properly. This may include watering, mulching, pruning, and weeding as needed.

Once the food forest is established, the amount of maintenance required will typically decrease, and the area will become largely self-sufficient.

However, regular management is still necessary to maintain the health and productivity of the food forest. This may include tasks such as pruning, thinning, and harvesting as needed as well as monitoring for pests and diseases.

One of the benefits of a food forest is that it can be designed to require minimal maintenance by selecting species that are well-suited to the site conditions and require little intervention once established.

Additionally, incorporating self-seeding plants and natural pest predators can help to reduce the need for maintenance.



Setting up a community Food Forest ticks all the boxes when it comes to food security, it can enable people to connect through growing food, it can be a place to learn how to grow food sustainably, anyone that is looking for fresh seasonal food can collect/forage, seeds from harvested food can be then replanted the following season, its a way of getting back to basics as We are all Eaters - However We are NOT All producers.

“Growing Food - Growing Community - Growing for the Future”



### **Draft Design for Northbrook Reserve**

The orange shaded area is a guide to where the trees will be planted, ideally the fruit trees will be planted 5-7 meters apart and between each fruit tree, plant a kowhai (there is a range of species available for interest) or kakabeak (Red and White) and tagasaste for nitrogen fixing.

Choose fruit trees, berries and plants the community want to eat.  
Choose from the list I have provided above

For instance, persimmons don't mind occasional flooding. They don't tolerate prolonged drowning but appreciate the nutrients an occasional flood brings. The 'Fuyu' persimmon fruit dries very easily into a good substitute for dried apricots.

Quince, pear and apples will also tolerate high moisture levels. Their level of tolerance depends on their rootstock – M9, a dwarfing commercial apple variety, is a prolific producer that tolerates wetter soils but has brittle roots so the plant needs some sort of staking or support.

Since waterlogged soil often becomes acidic, it can become the ideal site for a blueberry patch. Blueberries need between 25mm and 50mm of water a week during the growing

season though they won't tolerate waterlogging. Build a peat or sphagnum moss bed up to give about 500mm of drainage. Underplant with cranberries.

The ultimate marsh plant has got to be asparagus. It grew in the salt marshes of Europe, so fertilise with unrinsed seaweed or weed by sprinkling salt over its bed. The crowns still need air and today's cultivars are bred more for our vegetable garden situation, so ensure it is not completely waterlogged.

### **Where to start?**

- You will require approximately 300 - 400m<sup>3</sup> of mulch.
- *Contacting a local arborist will be key or approaching council to see if the team at Greenspace can assist.*
- Around 20 Main fruit trees.
- *Once the project is known by the community, each local will I am sure will donate a tree or two.*
- 100m<sup>2</sup> of cardboard to cover the design area.
- Culverts at the two entries, along with altering the rope borders.

For the first number of years, water will be required to water the plants and trees.

To create the food forest, paying for all trees and plants required to fill the design space will be around \$900.

Once the food forest reaches maturity, the return to the community will be \$15K of fresh produce each year.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-11-06 / 250708123449**REPORT TO:** RANGIORA-ASHLEY COMMUNITY BOARD**DATE OF MEETING:** 13 August 2025**AUTHOR(S):** Thea Kunkel, Governance Team Leader**SUBJECT:** Applications to the Rangiora-Ashley Community Board's 2025/26 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 three funding applications:

Name of Organisation	Purpose	Amount requested	Does the application comply with the Discretionary Grant Fund Criteria
The Mainland Staffordshire Bull Terrier Society	Towards a branded gazebo	\$750	The application partially complies with the criteria
Southbrook Community Sports Club Inc	Towards the costs of drawing a design plan	\$575	The application partially complies with the criteria
North Canterbury Pony Club	Towards the cost of hiring portable toilets	\$840	This application complies with the criteria
<b>Total:</b>		<b>\$2,165</b>	

**Attachments:**

- i. Application from the Mainland Staffordshire Bull Terrier Society (Trim 250707123139).
- ii. Application from the Southbrook Community Sports Club Inc (Trim 250703121218).
- iii. Application from North Canterbury Pony Club (Trim 250724136127).
- iv. The spreadsheet shows the grants for the previous two years.
- v. Board funding criteria for the 2025/26 financial year (Trim 210603089776).

**2. RECOMMENDATION****THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 250708123449.
- (b) **Approves** a grant of \$..... to the Mainland Staffordshire Bull Terrier Society for a branded gazebo during the South Island Show Jump Camps to be held in January 2026.  
**OR**
- (c) **Declines** a grant to the Mainland Staffordshire Bull Terrier Society.

- (d) **Approves** a grant of \$..... to the Southbrook Community Sports Club Inc. towards the cost of design plans for its new Club facilities.  
**OR**
- (e) **Declines** a grant to the Southbrook Community Sports Club Inc.
- (f) **Approves** a grant of \$..... to the North Canterbury Pony Club towards the cost of hiring portable toilets.  
**OR**
- (g) **Declines** a grant to the North Canterbury Pony Club.

### 3. **BACKGROUND**

- 3.1 The **Mainland Staffordshire Bull Terrier Society** is seeking funding for a branded gazebo to be used at the Championship show in Rangiora in 2025.
- 3.2 The **Southbrook Community Sports Club Inc.** is seeking funding to cover the cost of having design plans drawn up for its new Club facilities.
- 3.3 The **North Canterbury Pony Club** is seeking funding to cover the cost of hiring portable toilets during the South Island Show Jump Camps to be held in January 2026.
- 3.2 The current balance of the Rangiora-Ashley Community Board's 2024/25 Discretionary Grant fund is \$15,102.

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

#### ***Mainland Staffordshire Bull Terrier Society (the Society)***

#### 4.1 Information provided by the Society:

- 4.1.1 The Society is a South Island-based club affiliated with Dogs NZ (New Zealand Kennel Club). It is dedicated to promoting and supporting the Staffordshire Bull Terrier breed. The Society organises events such as shows, walks and ribbon parades and provides resources for both current and prospective owners. Its mission is to foster a strong community of Staffordshire Bull Terrier enthusiasts and provide education and support for owners, breeders and those interested in the breed.
- 4.1.2 The Society will be attending the Championship Show to be held at the Rangiora Show Grounds later in 2025. The gazebo will offer protection from the elements during the events while promoting the Society. The Society wishes to purchase a branded gazebo to be used by the local community attending the event and any other future events. The branded gazebo is estimated to cost \$1,659, and the Society has requested \$750; however, it seems that no other funding has been sourced to cover the remaining cost of the gazebo. If this application is unsuccessful, the Society will need to investigate other sources of funding.

#### 4.2 Council Evaluation:

- 4.2.1 The application complies with the Board's Discretionary Grant Application Criteria, as the Society is a not-for-profit organisation and funding requested of \$750 is less than the Board's general limit of \$1,000 per financial year.
- 4.2.2 The Board's Discretionary Grant Application Criteria indicate that *grant funding will be limited to projects primarily within the Board area or benefiting the residents of the ward*. Although the branded gazebo is to be used at the Championship show in Rangiora in 2025, only 30% of the Society members reside in the Rangiora-Ashley Ward.
- 4.2.3 This is the first time the Society has applied to the Board for funding.

***Southbrook Community Sports Club Inc (the Club)***

**4.3 Information provided by the Club:**

- 4.3.1 The Club is a non-profit organisation first incorporated in 1947. Saved from being struck off the register in the late 1980s, when the Southbrook Cricket Club Inc. and the Southbrook Rugby Football Club Inc. formed a joint venture to own and run the Club rooms at Southbrook Park. In November 2006, the Southbrook Rugby Club and the Rangiora Rugby Club merged to form the Saracens Rugby Football Club. In 2018, the Saracens Rugby Club took over the ownership and management of the Sports Club.
- 4.3.2 The Club has a deep-rooted connection to the local community and a venue which caters to several different sports disciplines. Whether hosting local tournaments or providing a space for regular training sessions, the Club supports physical activity and social connection.
- 4.3.3 The Club caters to all sectors of society, and approximately 70% of members and/or players are from the Rangiora-Ashley Ward. The Club is affiliated with the Southbrook Cricket Club, Southbrook Touch, Southbrook Netball Club and North Canterbury Special Olympics. Ashley Netball, Fernside Netball and North Canterbury Basketball also frequently use the Club's facilities.
- 4.3.4 The Club aims to build a purpose-specific building to allow more community groups to use the facilities. The plan is also to make the facility available for elderly groups, after-school and holiday programmes, as well as to the current sports groups associated with the club. It is anticipated that the increased usage will allow the Club to become more financially viable, thereby reducing its need for Council assistance.
- 4.3.5 The Club is seeking \$575 towards the cost of having a design plan drawn up for its proposed new purpose-specific building. These plans would then be used to source funding, donations and sponsorships for the development of the facility. The Club has not sourced any other funding for the drafting of the plans. However, the Club receives a Community and Recreation Grant of \$5,653 annually from the Council. If the application is unsuccessful, it may delay the raising of funding for the development of the new purpose-specific building.

**4.4 Council Evaluation:**

- 4.4.1 The application complies with the Board's Discretionary Grant Application Criteria, as it is from a sports club, and the funding requested of \$575 is less than the Board's general limit of \$1,000 per financial year. It is also estimated that 70% of the approximately 1,000 beneficiaries will be from the Rangiora-Ashley Ward
- 4.4.2 However, the Board also may need to consider that the long-standing ongoing support the Council provides to the Club with its operation. Although the Club applied for grant funding in June 2025, the application was withdrawn before the Board considered it. This is therefore the first time the Board considers an application for the Club.

***North Canterbury Pony Club (the Club)***

**4.5 Information provided by the Club:**

- 4.5.1 The Club is made up of various affiliated pony clubs in North Canterbury, such as the Belfast, Eyreton, Kaiapoi, Okuku, Oxford, Rangiora and View Hill Pony Clubs. The Club will be hosting the South Island Show Jump Champs in January 2026 at the Mandeville Sports Club. The event is the largest pony club team event in the South Island, with approximately 20 teams competing and attracting riders from Southland to Nelson. The event is expected to attract more than 800 people from across the South Island.

4.5.2 The Club is requesting funding to cover the cost of hiring portable toilets for the event. Although it is estimated that only 20% of participants will be from the Rangiora-Ashley Ward, the event will unlock significant economic benefits to the area.

4.5.3 The anticipated cost of hosting the event is approximately \$16,800, while the cost of hiring the toilet is \$840, which is the amount that the Club is requesting from the Board. The Club is affiliated with the New Zealand Pony Clubs Association, which binds them to the Association's constitution and rules. Teams will be required to pay a fee to enter the competition, which will help cover the costs of hosting the event.

4.5.4 The Club has applied to the Kiwi Gaming Trust for funding to cover the cost of an on-site staffed St John's ambulance for the event. Donations and sponsorships will also be sourced from local businesses. The Club has also submitted a funding application for \$750 to the Oxford-Ohoka Community Board towards the purchase of ribbons and rosettes to be awarded during the event. The hosting of the event will proceed if the application is unsuccessful.

#### 4.6 Council Evaluation:

4.6.1 The application complies with the Board's Discretionary Grant Application Criteria, as the Club is a not-for-profit organisation, and the funding requested of \$840 is less than the Board's general limit of \$1,000 per financial year.

4.6.2 The Board's Discretionary Grant Application Criteria indicate that *grant funding will be limited to projects primarily within the Board area or benefiting the residents of the ward*. Although it is acknowledged that the South Island Show Jump Champs will economically benefit the whole Waimakariri District, the event will not be hosted in the Rangiora-Ashley Ward, and only 20% of the Club members reside in the Ward.

4.6.3 The Club previously received the following funding from Community Boards, and Accountability Forms have been received:

Date	Board	Project	Amount
December 2023	Kaiapoi-Tuahiwi	Towards St John Services	\$750
April 2024	Oxford-Ohoka	Towards St John Services	\$500
July 2024	Woodend-Sefton	Towards St John Services	\$200
July 2024	Rangiora-Ashley	Towards a cross-country course for the Springston Trophy	\$1,000
<b>Total</b>			<b>\$2,450</b>

4.6.4 In addition, the Community Boards also granted \$3,350 in the last five years to the various pony clubs associated with the North Canterbury Pony Club.

4.7 The Board may approve or decline grants in accordance with the grant guidelines.

#### 4.8 Implications for Community Wellbeing

There are social and cultural implications, as community and sport events allow people to socialise and interact with others, decreasing feelings of isolation and improving a sense of wellbeing.

4.9 The current balance of the Rangiora-Ashley Community Board's 2025/26 Discretionary Grant fund is \$15,102. If all the applications are granted, the balance would be \$12,937 for the rest of the 2025/26 financial year.

4.10 The Management Team has reviewed this report.

## 5. **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 will likely be interested in the report's subject, as community and sport events encourage social interaction, which improves mental health, contributes to community wellbeing and reduces isolation in the disability community.

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

### 6.1 **Financial Implications**

6.1.1 The 2025-26 Annual Plan includes a budget provision of \$14,510 for the Rangiora-Ashley Community Board to approve grants to community groups for the 2025/26 financial year (July 2025 to June 2026). A carryover of the 2024/25 financial year amounted to \$3,049; thereby bringing the 2025/26 Discretionary Grant Fund to a balance of \$17,559.

6.1.2 The current balance of the Rangiora-Ashley Board's 2024/25 Discretionary Grant Fund is \$15,102. If all applications were granted, the balance would be \$12,937 for the remainder of the 2025/26 financial year.

6.1.3 The application criteria specify that grants are generally limited to \$1,000 in any financial year (July to June); however, groups can apply twice a year, provided the applications are for different projects. Where applicable, GST values are calculated and added to the appropriately registered groups if the decided benefits exceed the Board-resolved values.

### 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 associated with the adoption and implementation of the recommendations in this report.

### 6.4 **Health and Safety**

All health and safety-related issues will be the responsibility of the organisations and groups that have applied for funding.

## 7. **CONTEXT**

### 7.1 **Consistency with Policy**

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

### 7.2 **Authorising Legislation**

Not applicable.



**7.3 Consistency with Community Outcomes**

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

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

**7.4 Authorising Delegations**

Community Boards have delegated authority to approve Discretionary Grant Funding.

## What happens now?

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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. This information is required within 10 days of the Board decision.
- On receipt of this information payment will be processed to your organisation's bank account.

## Groups applying for Board Discretionary Grants 2024/2025

Name of group: The Mainland Staffordshire Bull Terrier Society

Address: [REDACTED]

Contact person within organisation: [REDACTED]

Position within organisation: Secretary

Contact phone number: [REDACTED]

Email: mainlandstaffordshire@gmail.com

**Describe your project or event and what the grant funding will specifically be used for.** *(Use additional pages if needed)*

The funding is for a new gazebo to protect members of the local community who are attending our events. Please see attached letter.

What is the timeframe of the project/event date? 14 March 2026

Overall cost of project/event: \$1659

Amount requested: \$750

How many people will directly benefit from this project? up to 250

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 ☒ Adults ☒ Whole community/ward

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

Oxford-Ohoka 5% Rangiora-Ashley 30% Woodend-Sefton 5% Kaiapoi-Tuahiwi 10%

Other (please specify): Remaining from other areas from around New Zealand

What are the direct benefit(s) to the participants? 129

A gazebo will offer participants protection from all weather conditions

What is the benefit(s) to your organisation?

A branded gazebo offers both protection from the weather and a valuable opportunity to showcase our club to all show attendees

What are the benefits, economic or otherwise, to the Rangiora-Ashley community or wider district?

We actively promote our shows in the local newspaper and on online event pages, and we've seen a growing number of attendees from the wider community

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

If yes, name of parent group: \_\_\_\_\_

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

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

What other Council funding sources have you applied to, or intend to apply to for funding this project and the amount applied for i.e other Community Boards, Annual or Long Term Plan, Community Grants and Enterprise North Canterbury.

Have you applied to the Rangiora-Ashley Community Board or any other Waimakariri Community Board for other project funding in the past 18 months? ☐ Yes ☒ No

If yes, please supply details:

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

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

- Enclosed ☒ Financial Information (*compulsory – your application cannot be processed without financial statements*)
- ☐ Bank Statement (*Bank Statements will remain confidential*)
- ☒ Supporting costs, quotes or event budgets
- ☐ 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 an 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:  Date: 7th July 2025



Tēnā koutou Rangiora-Ashley Community Board members,

This request is on behalf of Mainland Staffordshire Bull Terrier Society, a local volunteer-run club based in North Canterbury. Our club promotes responsible dog ownership, training, and community engagement through regular activities and public events. Specifically, we run our Championship speciality breed shows in Rangiora, with ample opportunity for members of the public to watch and learn more about responsible dog care and ownership.

Therefore we are seeking support from the Rangiora-Ashley Community Board to help us purchase a portable gazebo. This will provide much-needed shade and shelter for our members, dogs, and spectators during our outdoor sessions and events, especially the shows in Rangiora.

The total cost of the gazebo is approximately \$1659. We are kindly requesting a contribution of \$750 from the board, and our club is fundraising to cover the remaining costs.

This gazebo will help us:

- Improve the safety and well-being of attendees, participants and their dogs, particularly in summer and wet conditions
- Make our events more accessible and enjoyable for the Rangiora and surrounding community
- Support local engagement in the area through dog-related education and activities.

We would be proud to acknowledge the Rangiora-Ashley Community Board's support on our signage, social media, and at events.

Thank you very much for considering our request. I'm happy to provide further information if required.

Ngā mihi nui,

[Redacted signature]

Secretary

The Mainland Staffordshire Bull Terrier Society

[Redacted contact information]

[Redacted contact information]

The reason we submitted the application to the Rangiora-Ashley Community Board is because our Championship Specialty Shows are held annually at the Rangiora Showgrounds, which is the central and public-facing location of our main event every year. We agree that our club committee members live elsewhere, though I live in Mandeville, which has a Kaiapoi address merely for postal deliveries.

We attract not only participants from across New Zealand but also a good number of local Rangiora residents who come along to watch, learn about the breeds, and engage with the community. We also know that our event contributes economically to Rangiora by bringing in out-of-town exhibitors who use local accommodation, dine at local establishments, and shop in the area during their stay.

While it's true that only around 30% of our club members are based in Rangiora, the impact of the event itself is very much centred in Rangiora, both in terms of location and community benefit. The rest of our members live in a wide area across Canterbury and beyond and it is hard to ascribe them, as a collective, to a particular town.



0797

MAINLAND STAFFORDSHIRE BULL TERRIER



## Today's statements

Account type	Account number	Balance
Go		6,668.77

## Go

Account name	MAINLAND STAFFORDSHIRE BULL TERRIER
Account number	06-0665-0253774-00
Statement number	00155
Statement period	01 Jun 2025 - 30 Jun 2025

Date	Transaction type and details	Withdrawals	Deposits	Balance
01 Jun	Opening balance			7,342.68
03 Jun	BP		150.00	7,492.68
09 Jun	BP	119.42		7,373.26
09 Jun	BP	299.00		7,074.26
09 Jun	BP	29.20		7,045.06
16 Jun	BP	201.83		6,843.23
19 Jun	BP		48.00	6,891.23
30 Jun	BP		11.00	6,902.23
30 Jun	BP	233.46		6,668.77
Totals at end of page		\$882.91	\$209.00	\$6,668.77
Totals at end of period		\$882.91	\$209.00	\$6,668.77

Your available credit is \$6,668.77 as at the closing date of this statement.

AP Automatic Payment    BP Bill Payment    DC Direct Credit    ED Electronic Dishonour    FX Foreign Exchange    IP International EFTPOS Transaction    IF International Payment  
AT Automatic Teller Machine    CQ Cheque/Withdrawal    DD Direct Debit    EP EFTPOS Transaction    IA International Money Machine    VT Visa Transaction

Payment dates displayed on bank statements are business day dates only (even if a payment was made or received on a non-business day prior). To find out the date a payment was made or received, you can check your transaction details online, or contact us.





**THE MAINLAND STAFFORDSHIRE BULL TERRIER SOCIETY  
STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 31 MARCH 2025**

	<b>This Year</b>	<b>Last Year</b>
	<b>\$</b>	<b>\$</b>
<b>INCOME</b>		
Advertising		
Calendars	589.00	835.00
Membership	965.00	1,140.00
Raffles	743.47	977.50
Collar Sales		220.00
Agility Session	275.00	
Show Income (Entries, Ribbon Sponsorship and Other Income)	4,079.60	3,882.57
Sponsorship and Donations	38.00	273.00
<b>TOTAL INCOME</b>	<b>6,690.07</b>	<b>7,328.07</b>
<b>EXPENSES</b>		
Calendars	328.28	438.52
Monthly Account Fees		
Other Expenses	454.00	
NZDogs Subscriptions and Insurance	256.00	244.00
Show Expenses	5,132.80	5,007.20
Trophy Repairs		166.75
<b>TOTAL EXPENSES</b>	<b>6,171.08</b>	<b>5,856.47</b>
<b>TOTAL SURPLUS/(DEFICIT)</b>	<b>518.99</b>	<b>1,471.60</b>

**THE MAINLAND STAFFORDSHIRE BULL TERRIER SOCIETY  
STATEMENT OF FINANCIAL POSITION  
AS AT 31 MARCH 2025**

	<b>This Year</b>	<b>Last Year</b>
	<b>\$</b>	<b>\$</b>
<b>ASSETS</b>		
ANZ Bank Account	7,206.51	7,180.12
Cash on Hand	918.70	426.10
<b>TOTAL ASSETS</b>	<b>8,125.21</b>	<b>7,606.22</b>
Opening Accumulated Funds	7,606.22	6,134.62
Surplus/(Deficit)	518.99	1,471.60
<b>ACCUMULATED FUNDS</b>	<b>8,125.21</b>	<b>7,606.22</b>

What happens now?

135

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

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. This information is required within 10 days of the Board decision.
- On receipt of this information payment will be processed to your organisation's bank account.

Groups applying for Board Discretionary Grants 2024/2025

Name of group: Southbrook Community Sports Club Inc

Address: Southbelt Rangiora

Contact person within organisation: [REDACTED]

Position within organisation: Committee Member

Contact phone number: [REDACTED] Email: project.southbrookcommunity@gmail.com

Describe your project or event and what the grant funding will specifically be used for. (Use additional pages if needed)

We are looking at fundraising to build a new community facility to replace the current community clubrooms. We need a plan design drawing completed to be able to show potential donors what the completed facility may look like.

What is the timeframe of the project/event date? September 2025

Overall cost of project/event: \$3.9 million Amount requested: \$575.00

How many people will directly benefit from this project? 2000+

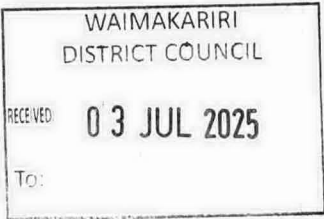
Who are the range of people benefiting from this project? (You can tick more than one box)

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

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

Oxford-Ohoka 10% Rangiora-Ashley 70% Woodend-Sefton 10% Kaiapoi-Tuahiwi 10%

Other (please specify):



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

136

We will be able to build a more purpose specific building to allow more community groups to use the building rather than the limited numbes that currentlty use it. We plan to make the facility avaialble for elderly groups, dance and acting groups, after school & holiday programmes as well as the current sports groups that use it.

What is the benefit(s) to your organisation?

More usage of the buliding will allow us to be financial - not having to borrow from the council to support us.

What are the benefits, economic or otherwise, to the Rangiora-Ashley community or wider district?

As above we will be able to cater for a wider variety of groups - not just sports groups. We will be able to host elderly fitness groups, dance and acting groups, After school & holiday groups.

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

If yes, name of parent group: \_\_\_\_\_

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

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

None

What other Council funding sources have you applied to, or intend to apply to for funding this project and the amount applied for i.e other Community Boards, Annual or Long Term Plan, Community Grants and Enterprise North Canterbury.

The community board is the only group we have applied to for this initial part of the project.

Have you applied to the Rangiora-Ashley Community Board or any other Waimakariri Community Board for other project funding in the past 18 months? ☐ Yes ☒ No

If yes, please supply details:

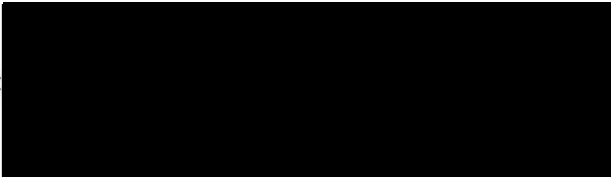
If this application is declined, will this event/project still occur? <sup>137</sup> ☒ Yes ☐ No

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

- Enclosed ☒ Financial Information (*compulsory – your application cannot be processed without financial statements*)
- ☒ Bank Statement (*Bank Statements will remain confidential*)
- ☒ Supporting costs, quotes or event budgets
- ☐ 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 an 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:  Date: 2/6/25



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Before printing please consider the environment

**From:** [ascadltd@gmail.com](mailto:ascadltd@gmail.com) <[ascadltd@gmail.com](mailto:ascadltd@gmail.com)>

**Sent:** Tuesday, 27 May 2025 11:31 am

**To:** Rawiri Karena <[rawiri@pjl.nz](mailto:rawiri@pjl.nz)>

**Cc:** [project.southbrookcommunity@gmail.com](mailto:project.southbrookcommunity@gmail.com); 'ddmechanical' <[ddmechanical@xtra.co.nz](mailto:ddmechanical@xtra.co.nz)>

**Subject:** RE: SCSC Sports Club floor plan

Thanks for the meeting yesterday and as discussed here is a quote for you to work from.

The following drawings will be produced initially so that we can confirm the final design.

#### **Design Drawings (\$500.00 + GST)**

- Proposed
  - Site Plan
  - Floor Plans

Once we have the final design confirmed I will require from you.

- Cert of Title
- Truss Design
- Site Levels
- Any Engineer Reports

Then I can produce and submit to council the Working Drawings.

### **Working Drawings**

- Proposed
  - Site Plan
  - Services Plan
  - Sediment Control Plan
  - Floor Plans
  - Elevations
  - Foundation Plan
  - Roof Plan
  - Cross Sections
  - Details
- Specifications
- Submitting Building Consent and answering Council questions

### **Not Included**

- Any contractors ie Engineers, Surveyors, Truss Designs or Council Meetings
- Building Consent & PIM costs

**The price for me to do the above is \$5000 + GST**

Cheers

Andrew Siegenthaler

Cell 0272 838 775

LBP – Design 2

BP108550

a.s.c.a.d. ltd

59 Warwick Road

RD5, Ohoka

Rangiora 7475

## Balance Sheet

### The Southbrook Community Sports Club Inc As at 31 May 2025

	31 MAY 2025	NOTES	31 MAY 2024
<b>Assets</b>			
<b>Current Assets</b>			
Cash and Bank	98,667	5	89,187
Trade and Other Receivables	1,400		15,780
GST Receivable	1,344		-
Inventories	5,853		4,110
<b>Total Current Assets</b>	<b>107,264</b>		<b>109,077</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment	689,773		680,817
<b>Total Non-Current Assets</b>	<b>689,773</b>		<b>680,817</b>
<b>Total Assets</b>	<b>797,037</b>		<b>789,894</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Bonds Paid/Refunded	600		-
Trade and Other Payables	19,493		14,333
Grants on Hand	7,242		9,322
GST Payable	-		80
<b>Total Current Liabilities</b>	<b>27,335</b>		<b>23,735</b>
<b>Total Liabilities</b>	<b>27,335</b>		<b>23,735</b>
<b>Net Assets</b>	<b>769,701</b>		<b>766,159</b>
<b>Equity</b>			
Equity/Members funds	635,716		632,174
Reserves	133,985		133,985
<b>Total Equity</b>	<b>769,701</b>		<b>766,159</b>

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



## What happens now?

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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

## 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. This information is required within 10 days of the Board decision.
- On receipt of this information payment will be processed to your organisation's bank account.

## Groups applying for Board Discretionary Grants 2024/2025

Name of group: North Canterbury Pony Club

Address: [REDACTED]

Contact person within organisation: [REDACTED]

Position within organisation: committee member

Contact phone number: [REDACTED] Email: [REDACTED]

**Describe your project or event and what the grant funding will specifically be used for.** (Use additional pages if needed)

North Canterbury Pony Club are hosting the South Island Show Jump Champs to be held in Jan 2026. Youth riders aged 12-17 represent their pony club. Teams from Nelson to Southland attend this event annual to be held at Eyreton Pony Club. With approximately 20 teams entering along with supporters, spectators, officials, judges and volunteers there are a large number of people attending. Anticiapted to be over 800. We are asking for funding to assist with the hire of portable toilets so we can host this event with the appropriate facilities.

What is the timeframe of the project/event date? 10/11 january 2026

Overall cost of project/event: \$16,800 Amount requested: \$840

How many people will directly benefit from this project? 800

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 ☐ Adults ☒ Whole community/ward

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

Oxford-Ohoka 15% Rangiora-Ashley 20% Woodend-Sefton 15% Kaiapoi-Tuahiwi 10%

Other (please specify): 40% South Island

What are the direct benefit(s) to the participants? 142

The toilets will provide essential facilities for this event, ensuring everyone, spectators and competitors alike can participate comfortably and ensuring we support the health and safety of all attendees

What is the benefit(s) to your organisation?

This grant will allow North Canterbury Pony Club to ensure the comfort and safety of all attendees.

What are the benefits, economic or otherwise, to the Rangiora-Ashley community or wider district?

This event attracts a large number of people into the Rangiora -Ashley area. Attendance is anticipated to exceed 800 including riders, their management, support teams, judges, officials and volunteers from across the South Island. The region will benefit economically through these people supportin accommodation, restaurants, retail and leisure activities.

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

If yes, name of parent group: NZPCA ( New Zealand Pony Club Association)

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

North Canterbury Pony Club is affiliated to the New Zealand Pony Clubs Association.  
As an affiliated club, North Canterbury Pony Club is deemed to have  
subscribed to and be bound by the New Zealand Pony Club Association's constitution and rules.

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.

This event requires teams to pay an entry fee to contribute to the running of the event. We have applied to Kiwi Gaming for funding of an ambulance to ensure the health and safety of all attendees over the event. ( Cost is \$3,036)  
We are also looking to receive donations from the local community to support this event.

What other Council funding sources have you applied to, or intend to apply to for funding this project and the amount applied for i.e other Community Boards, Annual or Long Term Plan, Community Grants and Enterprise North Canterbury.

We intend to apply to the Oxford- Ohoka community board to assist with the funding of ribbons for the event.

Have you applied to the Rangiora-Ashley Community Board or any other Waimakariri Community Board for other project funding in the past 18 months? ☐ Yes ☒ No

If yes, please supply details:

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

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

- Enclosed ☒ Financial Information (*compulsory – your application cannot be processed without financial statements*)
- ☒ Bank Statement (*Bank Statements will remain confidential*)
- ☒ Supporting costs, quotes or event budgets
- ☒ 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 an 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:  Date: 23/07/2025

## NZPCA South Island Show Jump Championships Hosted by North Canterbury Pony Club 10-11 January 2026



### What is South Island Show Jump Championships?

SISJC is a Pony Club teams show jumping competition held every January and open to all Pony Clubs in the South Island to Enter. Teams from Southland to Nelson compete for the coveted title.

Teams consist of two riders in senior, intermediate and junior levels, with each rider and their mount jumping 4 rounds over two days.

Prizes to the individual riders are given after each round with their points going towards their team competition.

This event is the largest pony club teams show jumping event in the South Island with approximately 20 teams of young riders entering. North canterbury pony club is made up of 7 branches including Belfast, Rangiora, Eyreton, Okuku, Kaiapoi, Oxford and View hill which will enter and host this event.

**Venue 2026:** Eyreton Pony Club Grounds known as Mandeville Sports Grounds

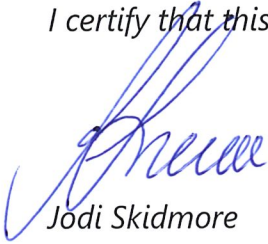
Since the event coincides with the summer holidays, attendance is anticipated to exceed 800 people, including riders, their management and support teams, judges, officials, and volunteers from across the South Island. Given North Canterbury's active equestrian community, additional spectators are also expected to watch the event over the two days of competition. This special event celebrates young people working hard and striving to achieve their goals.

With the substantial number of people converging on the north canterbury region for this event, the region will benefit through: Accommodation  
Restaurants Retail Leisure activities and tourism.



*Rangiora - Ashley Community Board Resolution*

*It was agreed at the committee meeting held on the 22nd of July 2025 of the North Canterbury Pony Club South Island Show Jumps Championships to apply to The Rangiora- Ashley Community Board for a donation to cover the costs of portable toilet hire. The committee authorises Leneke Cox to apply on behalf of the society.  
I certify that this is a true and correct record of a resolution passed at this meeting.*



*Jodi Skidmore*

*Secretary*

*North Canterbury Pony Club South Island Show Jump Champs*



**Financial – Kay James:**

**NORTH CANTERBURY PONY CLUB**

**TREASURER'S REPORT FOR THE YEAR ENDING 31 DECEMBER 2024**

I am pleased to present my report for the year ending 31 December 2024. The accounts have been reviewed by Michelle Fayen of A1 Calculations and I thank her very much for her services.

Funds held as at 31<sup>st</sup> December 2024 were \$4,435 in the cheque account and \$22,302 in the online saver account. These amounts are shown on the Statement of Financial Position. Funds are obtained through back number levies from branch events, NCPC team events and occasionally grants applied for.

With reference to the Statement of Financial Performance the accounts reflect a \$15,519 surplus of income over expenditure, including non-cash transactions such as the depreciation expense.

- Income from back number levies was \$5,089 and \$640 from caravan hire.
- Certificate examinations cost the club a net amount of \$698.
- Champs day had a net profit of \$528.
- Windsor teams show jumping had a net profit of \$2,259.
- And of course Springston trophy with a net profit of \$11,220 in total. We also now have new cross country fences worth \$57,000.

I move this report for adoption. Thank you.



Kay James  
7<sup>th</sup> April 2025






**NORTH CANTERBURY PONY CLUB****STATEMENT OF FINANCIAL PERFORMANCE****For the year ended 31 December 2024**

<b>INCOME</b>	<b>2024</b>	<b>2023</b>
	<b>\$</b>	<b>\$</b>
Back Number Levies	5,089	3,724
Caravan & Back Number Hire	640	970
Certificate Examinations	845	80
Certificate Training	0	0
Certificates & Badges	195	0
Coaching Courses	0	0
Donations & Grants	0	200
Events - Amberley Cup	0	0
Events - NCPC Champs	1,190	160
Events - NCPC Games Day	0	0
Events - Springston Trophy 2024	72,857	53,500
Events - Windsor Teams Show Jumping	2,806	2,026
Events - Windsor Teams SJ Refunds 2022	0	-1,717
Fundraising	0	0
Interest	737	330
NZPCA Membership Fees	0	0
	<b>84,359</b>	<b>59,273</b>
<b>LESS EXPENDITURE</b>		
Administration	0	0
Bank Charges	0	0
Caravan	671	81
Certificate Examinations	1,543	1,924
Certificates & Badges	750	0
Coaching Courses	317	777
Donations	0	400
Events - Amberley Cup	0	0
Events - NCPC Champs	662	677
Events - NCPC Games Day	0	0
Events - Springston Trophy 2024	58,029	107
Events - Springston Trophy Team 2023	0	200
Events - Windsor Teams Show Jumping	547	662
Honorariums	0	0
Insurance	564	529
NZPCA Conference	1,042	3,594
NZPCA Membership Fees	0	0
Ribbons & Prizes	0	0
Springston Trophy	0	0
St John	0	0
Sundry	559	127
Depreciation Expense	4,156	1,980
Loss on Sale of Generator	0	0
	<b>68,840</b>	<b>11,058</b>

**NORTH CANTERBURY PONY CLUB**  
**STATEMENT OF FINANCIAL POSITION**  
**As at 31 December 2024**

	2024 \$	2023 \$
<b>Current Assets</b>		
Westpac Cheque Account	4,435	20,228
Westpac On Line Saver Account	22,302	5,834
Caravan Money	0	0
	<hr/> 26,737	<hr/> 26,062
<b>Fixed Assets</b>		
Fixed Assets as per Register	70,662	55,818
	<hr/> 70,662	<hr/> 55,818
<b>Total Assets</b>	<hr/> 97,399	<hr/> 81,880
<b>Represented By:</b>		
Opening Balance	81,880	33,665
Surplus (Deficit) for year	15,519	48,215
	<hr/> 97,399	<hr/> 81,880

  
 \_\_\_\_\_  
 Chairperson

  
 \_\_\_\_\_  
 Treasurer

**Motion:** "That the financial report be accepted".

**Moved:** Kay **Seconded:** Debs **CARRIED**

**Head Coach Report:**

What another busy year it has been.

I have written everything in sections hoping this will be more factual for everyone.

Rallies:

They by all accounts have been well supported. Each branch giving its own flavour catering for all youth. We have and are seeing the ebbs and flows with small branches holding onto members and senior riders as they drop off with age and stage.

Senior Rallies:

Have been slow last year fitting in the busy calendar. About to restart them with a swift good old kick and crank them along. Intention is to combine with CHCH for the most part to be able to cover C+ and up now

**From:** [REDACTED]  
**Subject:** Re[2]: Portable Toilet Hire for North Canterbury Pony Club January 2026  
**Date:** Friday, 18 July 2025 12:26:17 PM

---

Hello [REDACTED]  
6 toilets (3 x Tandem trailers) will be \$840.00 inc GST.

Best Regards,

[REDACTED]  
Southbrook Hire (2015) Ltd  
12 Newnham St, Rangiora  
P: 03 313 7336  
C: 0274 878 837  
[www.southbrookhire.co.nz](http://www.southbrookhire.co.nz)



----- Original Message -----

**From:** [REDACTED]  
**To:** [REDACTED]  
**Sent:** Thu, Jul 17, 2025, 2:24 PM  
**Subject:** RE: Portable Toilet Hire for North Canterbury Pony Club January 2026

Hi Damian

Could you please quote for 6 toilets.

Many thanks

Leneke Cox

---

**From:** [REDACTED]  
**Sent:** Tuesday, 8 July 2025 4:51 pm  
**To:** [REDACTED]  
**Subject:** Fwd: Portable Toilet Hire for North Canterbury Pony Club January 2026

## Spreadsheet Showing Rangiora-Ashley Community Board Discretionary Grant for the 2024/25 Financial Year

Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
		2024/25 = \$ 14,200				\$ 14,200.00
10-Jul	Waimakariri United Football Club	Towards Bibs for in-house teams	28-Jul-25	\$920	\$600	\$13,600
10-Jul	North Canterbury Federation of Women's Institute	Towards hosting a craft day	26-Jul-24	\$300	\$110	\$13,490
10-Jul	Southbrook Netball Club	towards annual prize giving, storage and new netballs	Declined	\$1,000	\$0	\$13,490
10-Jul	St Joseph's School Rangiora	towards hosting a cultural Festival	Declined	\$1,000	\$0	\$13,490
10-Jul	The Salvation Army Just Brass Band	towards hosting free music lessons	9-Apr-25	\$1,000	\$500	\$12,990
14-Aug	Cust/West Eyreton Playcentre	towards maintaining the first aid kit	funds not claimed	\$410	\$205	\$12,785
14-Aug	Oxford Community Trust	towards catering costs for Day Out event	Declined	\$750		\$12,785
14-Aug	Saracens Rugby Club	Towards sending teams to the Global Games Festival	10-Oct-24	\$1,000	\$250	\$12,535
11-Sept	North Loburn School	Towards bark for playground	Declined	\$1,652	\$0	\$12,535
11-Sept	Southbrook school 150th Jubilee Committee	Towards the purchase of a bench	28-Nov-24	\$750	\$750	\$11,785
11-Sept	North Canterbury Inclusive Sports Festival	Host the festival at Mainpower	Funds not claimed	\$500	\$250	\$11,535
13-Nov	North Loburn Home and School Committee	Towards seeds, compost	18-Jun-25	\$1,000	\$750	\$10,785
13-Nov	North Canterbury BMX Club Inc	Towards aspholding	18-Dec-24	\$1,000	\$1,000	\$9,785
12-Mar	Rangiora Volunteer Fire Brigade	Towards gazebos	22/04/2025 returning \$985 as whole \$2000 not spent	\$1,000	\$1,015	\$8,770
12-Mar	Rangiora Cricket Club	Towards new cricket balls	5-May-25	\$1,000	\$1,000	\$7,770
9-Apr	Rangiora Community Patrol	Dash cams	29-Jul-25	\$775	\$775	\$6,995
9-Apr	Big Brothers Big Sisters	New Office computer	15-Jul-25	\$1,000	\$1,000	\$5,995
14-May	Rangiora and Districts Early Records Society Inc	New printer		\$1,000	\$1,000	\$4,995
14-May	Rangiora Players	New Lighs for stage		\$1,000	\$1,000	\$3,995
14-May	Momentum Charitable Trust	Towards support programmes	Declined	\$7,180	\$0	\$3,995
14-May	North Canterbury Radio Trust	Network switch		\$401	\$401	\$3,594
11-Jun	Southbrook Community Sports Club Inc	Towards new register and Totalpos	Withdrawn	\$1,000		\$3,594
11-Jun	Rachel's House Trust	Towards catering costs for Big Splash	event to be held 22 August 2025	\$1,000	\$1,000	\$2,594
						\$2,594
	Inclusive Sports				\$250	\$2,844
	Cust Playcentre				\$205	\$3,049

Board  
10.137.100.2410

### Spreadsheet Showing Rangiora-Ashley Community Board Discretionary Grant for the 2025/26 Financial Year

	Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
		Carry forward 2024/25 =3,049	2025/26 = \$14,510				\$ 17,559.00
	9-Jul	North Canterbury Classics Leisure Marchers Inc	registration costs for 15 members to the National Leisure Marching event	Declined	\$535	\$0	\$17,559
	9-Jul	Community Colleges New Zealand - Comcol North Canterbury	Purchase solar panel, connectors and battery for compostable toilet		\$1,000	\$1,000	\$16,559
	9-Jul	North Canterbury Musical Society Inc	towards the purchase of a heat pump		\$957	\$957	\$15,602
	9-Jul	North Canterbury Floral Art Group	towards hosting a Floral Art Demonstration and		\$1,000	\$500	\$15,102
	13-Aug	Southbrook Community Sports Club	Towards plan design drawings		\$575		
	13-Aug	The Mainland Staffordshire Bull Terrier Society	towards a branded gazebo		\$750		
	13-Aug	North Canterbury Pony Club	Towards the purchase of ribbons		\$840		
	10-Sept	Ashgrove Netball Club	Towards uniforms and bibs		\$1,000		

## GOVERNANCE

# Rangiora-Ashley 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. 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.

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 a project summary that includes costs, and shows the areas where funds will be spent, fund raising the group has undertaken towards the project, and other sources of funding that have been accessed. Please note that your application will not be processed if the required financial information is not provided. The Board reserve the right to request additional information.

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

- The Board supports a wide range of community activities. However, an 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).
- The Board will consider grant applications every month. Applications must be received at least four weeks before Board meeting dates to be processed on time.
- Applications will only be accepted from community-based project groups, not-for-profit organisations, registered charities or incorporated societies. No application from an individual which benefits only one person will be accepted.
- Applications from Funding Committees and/or similar community-based groups associated with schools will be considered only if significant community benefit has been shown and proof is provided that the Ministry of Education does not fund the activity. 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 to \$1,000 in any financial year (July to June). However, a group may apply twice a year, provided it is for different projects. The Board will only consider granting more than \$1,000 in exceptional circumstances and will provide detailed reasons for exceeding the present limit.
- The application should clearly state the purpose for which the funds will be used. It should be noted that the board will not fund ongoing or annual operating expenditure associated with the administration or running of the applicant's club organisation or club.
- Organisations predominately funded by the Central Government must provide supporting evidence that the requested grant will not be spent on projects that the Central Government should/do fund.
- The applicant should submit relevant financial information to prove they can deliver the project. Financial information should include a balance sheet/profit and loss and, at least, a bank statement to enable the Board to make an informed decision.
- Applicants must declare any other funding sources for the proposed project for which funding is being sought, especially Council community grants, other Community Boards grants, and Enterprise North Canterbury funding.
- If the group does not provide the information to enable the grant to be paid within three months of approval of the grant being notified, the application will be regarded as closed, and funds will be released for reallocation by the Board.
- If funds are not spent on the specific project applied for within six months of the date of the event/project, the recipient will be required to return the funding to the Council.
- The Council must receive an Accountability Form 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, bank statements, or invoices, must accompany the Accountability Form, and photos of the event or purchase are encouraged.
- Where possible, Boards request permission to use these photos on their Facebook page, the Council website, or other social media to encourage other community groups' participation.
- No new application will be accepted until the Board receives the Accountability Form and relevant documentation for previous funding granted.



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

**FILE NO AND TRIM NO:** 250708123636 / BAC-03-101

**DATE:** 31 July 2025

**MEMO TO:** Rangiora Ashley Community Board & Kaiapoi Tuahiwi Community Board

**FROM:** Heike Downie, Strategy & Centres Team Leader

**SUBJECT:** Rangiora and Kaiapoi Town Centres Parking Management Plans – adopted by Council

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1. Following Council's adoption of the Rangiora and Kaiapoi Town Centre Parking Management Plans in June, the purpose of this memo is to provide a brief recap and update of the project, and to thank Community Boards for their participation throughout the development of these Plans.
2. Documents relevant to this memo together with links:
  - a. [Officer report to Council 3 June to seek adoption of Parking Management Plans](#), including all attachments (pages 210 to 330)
  - b. [Rangiora Town Centre Parking Management Plan](#) (document on Council web)
  - c. [Kaiapoi Town Centre Parking Management Plan](#) (document on Council web)
  - d. [District Parking Strategy – Updated June 2025](#) (document on Council web)
3. The Council adopted the final Rangiora and Kaiapoi Town Centre Parking Management Plans (PMPs) on 3 June 2025. The final PMPs were attached to the officer report that was (together with all attachments) circulated to Rangiora Ashley and Kaiapoi Tuahiwi Community Boards following the June Council meeting, and are available in the hyperlinks contained in 2.b and 2.c above (linking to the documents on Council's website).
4. The purpose of the PMPs for the Rangiora and Kaiapoi town centres is to provide a roadmap of approaches that collectively manage and meet parking demand and supply in the two town centres over the next 15 years in order to meet the needs of communities.
5. The PMPs are a culmination of considerable work undertaken since the project commenced in March 2024, following Council's adoption of the *Moving Forward: Waimakariri Integrated Transport Strategy 2035+*. In summary, this work included a strategic context review, early engagement with Community Boards, businesses and the wider community, a stakeholder workshop which Community Board members and Councillors also attended, detailed technical investigations and analysis, several engagement points with elected members, and wide public consultation on proposed approaches to meeting and managing parking demand and supply.
6. The intervention and investment approaches for Rangiora and Kaiapoi town centres articulated in the PMPs differ to reflect each centre's unique current parking occupancy trends, and modelled future demand influenced by a range of factors including population projections and anticipated land use changes out to 2040. The range of tools available to Council do not sit in isolation but rather, provide a hybrid approach to meet different objectives at different stages. They are summarised in Attachment i for ease (also included in the report linked in 2.a above) and fit within three broad strategic responses:

- Optimising the existing parking supply through best practice parking management
  - Managing demand for parking
  - Increasing parking supply through investing in infrastructure
7. For Kaiapoi town centre, it is expected that parking demand can be met by the existing supply, and the Kaiapoi Town Centre PMP's focus is largely on optimising the current parking supply through a range of measures, including refining and extending time restricted parking, improving wayfinding and enforcement, reviewing parking for special uses (mobility, cycle, loading zones etc), investigating opportunities to convert on-street parallel parking to angled parking where it is safe to do so, and monitoring the Charles Street Park and Ride facility. Assessing on-site parking requirements for any future development that may progress on the Mixed Use Business Areas (MUBAs) is also important.
  8. The Rangiora Town Centre PMP includes the same optimisation measures over the next five years (excluding relating to MUBAs), with the addition of trialling parking technology to test its role in data collection and targeting enforcement. A reasonably high predicted parking demand for Rangiora town centre to 2040 means that the Rangiora Town Centre PMP includes measures to manage demand and increase supply. Graduated priced parking (where the first hour or two is free, with charges applied thereafter) by 2035 is identified as a demand management tool. Parking supply in the Rangiora town centre will be increased by reconfiguring the off-street Blake Street carpark to create more parks in the 2026/27 financial year (subject to funding approval processes), by acquiring another central site for more at-grade parks by 2035, and by adding another parking facility by 2040. The latter could be an area on the periphery of the centre for all-day parking, and/or a central parking building. This approach allows for flexibility for longer term investments.
  9. The PMP project also provided the opportunity to update Council's District Parking Strategy, originally adopted in 2021. Since its adoption, significant technical and strategic Council work has occurred in the parking space through the development of the *Moving Forward: Waimakariri Integrated Transport Strategy 2035+* and subsequently, through the development of the PMPs that are the subject of this memo. The District Parking Strategy has received some editorial updates as a result, and the updated 2025 Strategy linked in 2.d above was approved by Council in June at the same time the PMPs were adopted.
  10. The full report to Council (linked in 2.a above) provides further details about the project's approach, development and feedback received through the various stakeholder and community engagement channels undertaken over the project period, together with a summary of key technical inputs.
  11. Staff sincerely thank Community Board members for their participation in the PMP project throughout its development, particularly during the project introduction workshops held with Community Boards in June 2024, the Inquiry by Design workshop with elected members in September 2024 and the workshop held with Community Boards in October 2024 providing details about the parking modelling outcomes, developing scenarios, and key messages from stakeholders and the community. It is noted that Community Boards also had the opportunity to submit on the proposed approaches that underpinned the PMPs during the public consultation period undertaken over February and March 2025.
  12. As described in section 6. of the full report linked in 2.a above, Phase 4 of the project following adoption of the PMPs now involves developing costs and preparing budget reports for the 2026-27 Annual Plan and/or the 2027-37 Long Term Plan for any PMP implementation actions that cannot be carried out within existing resources / budgets. Work over the coming months in particular will focus on any budget considerations that need to be undertaken as part of the 2026-27 Annual Plan process for implementation actions

signalled over the next few years as shown in Attachment i. Both the Annual Plan and Long Term Plan provide opportunities for Council to fully consider implementation costs and any related budget decisions will be made as part of those processes. These processes also provide a further opportunity for the wider community and Community Boards to comment on proposals.

13. While Council makes budget related decisions, where appropriate during implementation project scoping and development phases, staff will engage with the relevant Community Boards to provide an opportunity to share early concept plans and gain feedback, particularly for projects such as any proposed changes to town centre parking restrictions and concept plan options for reconfiguring the Rangiora Blake Street carpark. This will be scheduled in due course.

## Attachment i: Summary of intervention and infrastructure responses articulated in Rangiora and Kaiapoi Town Centre PMPs



## CHAIRPERSON'S REPORT

*For the period 30 June 2025 to 24 July 2025*

<b>CHAIRPERSON'S DIARY</b>	
<b><i>Date</i></b>	<b><i>Events attended</i></b>
<b>Monday 30 June</b>	Attended District Licensing Committee training
<b>Tuesday 1 July</b>	Rangiora Promotions Association Annual meeting
<b>Monday 7 July</b>	Meeting with staff in preparation for the Rangiora-Ashley Community Board meeting.
<b>Wednesday 9 July</b>	Rangiora-Ashley Community Board meeting.
<b>Thursday 10 July</b>	Mini Speaker at the Ashley Combined friendship meeting.
<b>Monday 21 July</b>	Attended Neil Price's funeral
<b>Wednesday 23 July</b>	Attended a meeting with the Mayor and Community Board Chairs and Deputy Chairs
	Attended a joint session of all the Community Boards
<b>Thursday 24 July</b>	Meals on Wheels

Jim Gerard  
 Chairperson  
**Rangiora-Ashley Community Board**

**RANGIORA-ASHLEY COMMUNITY BOARD**  
**MEMBERS INFORMATION EXCHANGE**

*10 July to 13 August 2025*

Member' Name: Liz McClure

<b>MEMBER'S DIARY</b>		<b>DISCUSSION POINTS</b>
<i><b>Date</b></i>	<i><b>Events members have attended</b></i>	<i><b>Community Feedback/Issues Raised</b></i>
11 July	Native Herb Planting	
11 July	Kaiapoi Art Exp opening	
16 July	Sports Club Working Committee	
23 July	All Boards briefing	
2 August	Church St Market	
5 August	Orana Wildlife Park Focus Group	
6 August	Oxford Ohoka Community Board Meeting	
12 August	NC Youth Futures Expo	
13 August	RACB Meeting	

**OTHER:**