

MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD AT THE SEFTON PUBLIC HALL, 591 UPPER SEFTON ROAD, SEFTON ON TUESDAY 10 MARCH 2026 AT 5.30PM.

PRESENT

M Paterson (Chairperson), A Thompson (Deputy Chairperson) (arrived 6:14pm), B Cairns, J McLachlan, M Potter, S Powell and P Stone.

IN ATTENDANCE

T Bartle and P Redmond (Kaiapoi-Woodend Ward Councillors)

K LaValley (General Manager Planning, Regulation and Environment), K Howat (Parks and Facilities Team Leader) and C Fowler-Jenkins (Governance Support Officer).

There was one member of the public present.

1. APOLOGIES

Nil.

2. CONFLICTS OF INTEREST

Item 6.1 - P Stone declared a conflict of interest as she was a member of the Woodend Lions Club.

3. CONFIRMATION MINUTES

3.1 Minutes of the Woodend-Sefton Community Board Meeting – 9 February 2026

Moved: P Stone

Seconded: J McLachlan

THAT the Woodend-Sefton Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated minutes of the Woodend-Sefton Community Board meeting held on 9 February 2026.

CARRIED

3.2 Matters Arising (from minutes)

Nil.

4. DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY

Nil.

5. ADJOURNED BUSINESS

Nil.

6. REPORTS

Report 6.2 "Application to the Woodend-Sefton Community Board's 2025/26 Discretionary Grant Fund" was taken at this time. The agenda order was retained in the Minutes to mitigate confusion.

6.1 Woodend Pegasus Lions Club Lease of Woodend Scout Den, Renaming of Woodend Scout Den and Proposal to Paint Poppies on War Memorial – K Howat (Parks and Facilities Team Leader)

Woodend Pegasus Lions Club Lease of Woodend Scout Den

K Howat spoke to the report, noting that a lease request had been submitted by the Woodend Pegasus Lions Club (the Club). The Club currently had a Licence to Occupy the Woodend Scout Den at 38 Rangiora Woodend Road, which did not provide exclusive use of the Den. The Club was requesting the lease to provide the security and stability needed to continue delivering community services, contribute to building improvements and plan future projects. A lease would provide a stronger tenure framework that supported long-term community benefit.

Responding to B Cairns' question, K Howat confirmed that the Club was prepared to fund the insurance and maintenance of the Den in accordance with the lease conditions. He noted that the Council had recently completed \$18,000 in essential maintenance on the building, the Club had funded the carpet replacement, and the Woodend Community Church had installed a heat pump. While maintenance responsibilities were outlined in the lease, the Council would continue to work collaboratively with the Club to ensure the building was being maintained. Minor maintenance would be undertaken by the Club, while major works would remain the Council's responsibility.

B Cairns questioned whether the Club could recover the insurance and maintenance costs from the various organisations using the facility, and K Howat advised that they did not currently do so, but that they could implement such a system if required.

P Redmond noted that the proposed lease term was 30 years, with an annual rental of \$1. He expressed concern that this arrangement would commit a Council-owned facility for a lengthy period at minimal rent, while still incurring maintenance costs. He asked how the Council could ensure that other community groups retained access to the facility. K Howat explained that the facility was already used by several groups, including the Woodend Community Church, a Zumba fitness class, a radio club, and the Waimakariri Women's Club. The facility was in substantial use, and it would remain the Council's responsibility to ensure it did not remain vacant.

P Redmond further queried how the Board could grant a non-exclusive lease. K Howat clarified that, while the lease was exclusive in the sense that the Club would manage the facility, the Club would also have the authority to sublease it, rather than the Council.

T Bartle asked how the proposed lease arrangement differed in practical terms from the current situation. K Howat responded that the primary difference was the security provided by a lease, which a Licence to Occupy did not offer.

Moved: S Powell

Seconded: M Paterson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 260201017194.
- (b) **Approves** the granting of a Lease to the Woodend Pegasus Lions Club, formalising their exclusive use of the facility, with the lease to be granted for an initial term of 10 years, with two further rights of renewal of 10 years each, providing for a total potential tenure of up to 30 years.

- (c) **Notes** that an annual lease fee of \$1.00 will apply, reflecting the community service nature of Woodend Pegasus Lions Club, and that the rental amount will be subject to periodic review.
- (d) **Notes** that the lease will permit the Woodend Pegasus Lions Club to sublet all or part of the facility to other community groups, subject to Council approval and compliance with the terms of the lease.
- (e) **Notes** that the transition from a Licence to Occupy to a Lease requires Community Board approval under Council delegations.
- (f) **Notes** that this change in tenure does not impact the Lions' current use of the building, and their occupation may continue uninterrupted while the lease is finalised.
- (g) **Notes** that the rating valuation of the building was \$405,000.

CARRIED

S Powell commented that she was familiar with recent developments at the facility. She noted that the Woodend Scout Den served an important role in the community by filling a gap in available services. The facility's condition had significantly improved; it was now warmer, cleaner, and brighter. She observed that under the previous tenant, there had been no clear community benefit, whereas the current arrangement provided meaningful value. The Club had also made it clear that its intention was to sublease the facility for events and community groups at an affordable rate. S Powell, therefore, supported the motion.

M Paterson also supported the motion, adding that the Club were an ideal organisation to assume responsibility for the facility, given their strong community focus.

Renaming of Woodend Scout Den

K Howat explained that the proposed renaming of the facility to the John Harris Memorial Den was intended to recognise Mr Harris's longstanding contribution to the community. The late Mr Harris dedicated more than 30 years to youth development through Scouting, including 12 years as a Scout Leader, and was known for his practical, hands-on approach to mentoring young people. The request to rename the facility was initiated by the Club.

B Cairns and P Redmond questioned the cost of the proposed signage for the new name. K Howat advised that the costs associated with the design, manufacture, and installation of the John Harris Memorial Den signage would be covered by existing Greenspace operational budgets. He noted that the facility was asbestos-clad and that an existing sign at the front of the building could be adapted.

Moved: S Powell

Seconded: B Cairns

- (h) **Approves** the naming of the building located at 38 Rangiora Woodend Road as the John Harris Memorial Den, in recognition of the exceptional and long-standing contribution of the late John Harris to the Woodend community.
- (i) **Notes** that if approved staff will arrange for design, manufacture and installation of the sign and will consult with the Harris family and the Lions on the final design, with costs met within existing Greenspace operating budgets.
- (j) **Notes** that the cost of the sign, including installation, is expected to be approximately \$750.

CARRIED

S Powell thought it was very fitting to have a memorial for John Harris, to acknowledge the work he did in the Woodend community over many years. It also gave the facility an identity, which she believed was needed.

B Cairns was impressed that the Club were taking on the facility; it was a mammoth task, particularly in terms of maintenance and insurance. It was appropriate to name it the John Harris Memorial Den, in honour of all the work he had done in the community.

Proposal to Paint Poppies on War Memorial

K Howat noted that the artist's feedback was that painting the poppies would detract from the memorial's original artistic vision and design intent. Areas of the memorial were purposely left grey and unpainted to reflect the starkness of war. The purpose of the memorial was to highlight the names of the fallen soldiers. The Kaiapoi RSA, the organisation responsible for coordinating the ANZAC Day service at the Woodend War Memorial, advised that the memorial should remain in its original uncoloured state and expressed concern that adding colour would not be consistent with the memorial's intended character and dignity. There was no wider community consultation outside of the Club.

Moved: S Powell

Seconded: J McLachlan

- (k) **Declines** the request to paint the stylised poppy reliefs on the Woodend War Memorial, on the basis that this would compromise the original artistic intent.
- (l) **Notes** that the Kaiapoi RSA do *not* support the proposal to paint the stylised poppy reliefs on the Woodend War Memorial, advising that the memorial should remain unchanged in its current uncoloured form.
- (m) **Notes** that wider community consultation has not been undertaken for the proposal to paint the poppies. Staff have engaged with the Kaiapoi RSA and the original memorial artist, and no broader consultation has been carried out beyond the Lions Club's request.

CARRIED

S Powell advised that she had no strong preference either way; however, given that both the artist and the Kaiapoi RSA had expressed the view that the mural should not be painted, she believed their position should be respected. She also noted that painting the structure would impose additional maintenance requirements and that the Council had an obligation to ensure that war memorials were well presented, a task that already required ongoing upkeep.

J McLachlan concurred, adding that if the artist had intended the work to remain unpainted, the Board should honour that intention.

6.2 Application to the Woodend-Sefton Community Board's 2025/26 Discretionary Grant Fund – T Kunkel (Governance Team Leader)

C Fowler-Jenkins took the report as read, advising that the Menzshed Pegasus Woodend Community Trust had withdrawn its application after being donated a portable compressor from a community member and no longer required the funds. The Rangiora Boxing Club sought funding towards the cost of medical care for athletes during the South Island Golden Gloves tournament. However, only 20% of attendees were anticipated to be from the Woodend-Sefton area. She noted that the Boxing Club had submitted applications to all Waimakariri District Community Boards, seeking \$500 in funding from each Board.

B Cairns noted that the Rangiora Boxing Club would be charging \$20 per person for entry to the event. They had also received \$5,000 in sponsorship.

P Redmond stated that the Rangiora Boxing Club were bringing the South Island Golden Gloves tournament to the Waimakariri District and there would be economic benefit to the district from the anticipated large number of visitors and competitors attending the event. He further noted that the Board had a reasonably healthy balance in its 2025/26 Discretionary Grant Fund.

Moved: P Stone

Seconded: M Potter

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 260220060531.
- (b) **Approves** a grant of \$500 to the Rangiora Boxing Club towards the cost of medical care for athletes during the South Island Golden Glove tournament.

LOST

The motion was lost, and the status quo therefore remained.

P Stone noted that although the event was being organised by the Rangiora Boxing Club, it was to be held in Kaiapoi, which was within the Board's wider area. The application indicated that approximately 20% of the contestants resided within the Board's boundaries and confirmed that all Community Boards had been approached for support. She highlighted that the funding request related to medical services, which were essential for the event to proceed.

M Potter expressed support for the proposal, noting that national sports events of this nature attracted many visitors, would benefit the wider district, and also had the potential to attract families. He considered it a positive initiative.

S Powell stated that she did not believe applications should be approved solely because the Board had available funds. Each application needed to be assessed on its own merits, as it involved the allocation of ratepayer money. She expressed concern about the application, noting the organisation's existing funding and the fact that they had applied to all Community Boards. In her view, the application may have been more appropriately directed to Enterprise North Canterbury rather than to Community Boards.

B Cairns advised that he served on the Enterprise North Canterbury Funding Committee, which also received an application from the Rangiora Boxing Club. He expressed frustration that some applications submitted to Community Boards did not provide complete information, particularly in this case, where the event already had business sponsorship and would be charging admission. He emphasised that the Board was allocating ratepayer funds and should be provided with full and transparent details.

The Board adjourned at 5.42pm for a workshop to discuss the application from the Rangiora Boxing Club and reconvened at 5.79pm.

6.3 **Approval of the Woodend-Sefton Community Board Plan 2025-28** –
T Kunkel (Governance Team Leader)

C Fowler-Jenkins took the report as read, and there were no questions from Board members.

Moved: M Paterson

Seconded: S Powell

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 260115005819.

- (b) **Approves** the Woodend-Sefton Community Board Plan 2025-28 (Trim 260112003809).
- (c) **Authorises** the Chairperson to approve the final version of the Woodend-Sefton Community Plan 2025-28 if any further minor editorial corrections are required.

CARRIED

M Paterson commended the staff for doing a good job in preparing the Plan.

S Powell wished more people would read it because it contained good information. She thanked the staff for their work on it.

7. CORRESPONDENCE

Nil.

8. CHAIRPERSON'S REPORT

8.1 Chairperson's Report for February 2026

- Road Works – Woodend Beach Road was one-way for three days. The traffic management seemed to be excessive.
- Accidents on State Highway One – There were four accidents between Pineacres and the Cam River in two days. The development of the Woodend Bypass was long overdue.
- Woodpecker – Completed the Board write-up in the Woodpecker with S Powell's help. The Board needed to consider what information should be included in the Woodpecker.
- Drainage concerns – Mackintosh's Drain seemed not to be functioning as it should.
- Email from resident – Concerns regarding safety for bikers and other users of Gladstone Park due to the electric motorbikes ramping at the park.
- Email from resident – Frustration about the honey suckle at the entrance to Waikuku Beach not being dealt with by the Council.

Moved: M Paterson

Seconded: J McLachlan

THAT the Woodend-Sefton Community Board:

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

CARRIED

9. MATTERS FOR INFORMATION

- 9.1. Oxford-Ohoka Community Board Meeting Minutes 4 February 2026.
- 9.2. Rangiora-Ashley Community Board Meeting Minutes 11 February 2026.
- 9.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 16 February 2026.
- 9.4. Proposed Parking and Traffic Bylaw 2026 – Draft for Formal Public Consultation Request – Report to Council Meeting 3 February 2026 – Circulates to all Boards.
- 9.5. Bylaw Programme Update February 2026 – Report to Council Meeting 3 February 2026 – Circulates to all Boards.

- 9.6. Health, Safety and Wellbeing Report October 2025 to Current – Report to Council Meeting 3 February 2026 – Circulates to all Boards.
- 9.7. Approval to Consult on the Draft Youth Action Plan 2026-2029 – Report to Audit and Risk Committee Meeting 17 February 2026 – Circulates to all Boards
- 9.8. Aquatics December Update – Report to Community and Recreation Committee Meeting 17 February 2026 – Circulates to all Boards
- 9.9. Libraries Update to December 2025 – Report to Community and Recreation Committee Meeting 17 February 2026 – Circulates to all Boards

Moved: B Cairns

Seconded: S Powell

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 9.1 to 9.9.

CARRIED

10. **MEMBERS' INFORMATION EXCHANGE**

B Cairns

- Food Secure North Canterbury had organised two weeks of tours to visit edible/food forest gardens. Tickets were available on their website, along with videos of Jo Seagar demonstrating how to cook.
- The Allin Drive Reserve consultation was complete, and Council staff were working on design ideas based on feedback and budget.
- Woodend Beach Reserve – Council staff were working on finalising the detailed design and tender documents before putting out a public tender for the civil works. This tender was planned to go out in April 2026, with on-site work starting in the new financial year and the play space opening to the public in Spring/Summer 2026. Some work would be undertaken on-site in preparation for the main contract, such as tree maintenance, and staff would update the Board and the Te Kōhaka Trust once they had clearer timeframes for the work. Staff were also working directly with a cultural artist on the project's artistic elements, including the cladding of the toilet building.
- Owen Stalker Park Toilet Mural – in the final stages of an agreement with the school and local artist to commence this Board-approved work. Subject to weather completion date is estimated as August 2026.
- Waikuku - Pollinator patches and bird signs were installed in the Waikuku Beach Pond area. There had been discussions about the extent of Japanese honeysuckle along the roadside leading to the pond. Works were undertaken in 2022 by the Council's Roding Team (including smoothing the plants' roots). Council staff were looking into ways to maintain this area to find a long-term solution.
- Waikuku Beach Volleyball Nets – awaiting response from the community lead for this project, and continue to follow up on this. There had been no progress by the community group since the Board's approval in 2025.
- The Kaiapoi River Carnival event would be held on Saturday, 14 March 2026.
- North Canterbury Neighbourhood Support Inc., after consultation with members, had changed to an incorporated charitable trust. This may mean that they would ask members from Community Boards to join the committee as they have in the past.
- Welcome to Woodend Sign was being manufactured by Larsen Signs.
- Pegasus Residents Group Fun Day was well attended and well organised.
- Concern about truck movements to build the new Woodend Bypass.
- Enterprise North Canterbury would be hosting a Business Summit – a new flagship event – early bird tickets were on sale.

- Council Website Improvements / Neighbourhood Reserve Mapping – With the assistance of a student intern, the Council had begun a project to map reserve assets and to promote these more effectively for use by community members and visitors. This first stage of the project included site visits to district neighbourhood reserves to photograph the reserves, amenities, and play-space equipment, and to gather data on reserve features, including accessibility provisions. Once this visual and technical data was gathered, it would be included on a refreshed Greenspace area on the Council’s website. Future stages of the project will extend to sports parks and other reserve categories.

S Powell

- Waimakariri Access Group training for staff and elected members on Thursday, 12 March from 9 am to noon at John Knox Church in Rangiora. The aim was to raise awareness of the issues disabled people faced so that people could make good decisions around accessibility.
- Draft Youth Action Plan out for public consultation – closes 18th March 2026.
- Woodend Pegasus Area Strategy survey seeking community input open now, through ‘Have Your Say’ page on the Council website. One of the questions was whether anyone had any ideas for a name for the new Plan (the current Strategy under review was called the Woodend Pegasus Area Strategy).
- Attended Hui with Ngai Tūāhuriri at Tuahiwi Marae along with the Mayor, Councillors and Senior Management.
- Went along to the pop-up library in Pegasus. This was a three-month trial and was going to areas around the Waimakariri District without a library. In the Boards area that included Waikuku Beach, Sefton, Woodend, Ravenswood and Pegasus. This provided an opportunity for locals to learn more about the available services, get books, and get a library card if they did not have one. Well attended, with many parents and young children enjoying story time, and a group from one of the childcare centres.
- Ashley Rakahuri Rivercare Group were holding the official opening of the Annie Currie Viewing Platform at the estuary at Waikuku Beach on 27 March at 4 pm. All welcome.
- Drop-ins for draft Annual Plan consultation confirmed. This was a good opportunity to hear locals’ thoughts. In the Boards area – Woodend Community Centre on 8 April from 5 to 7 pm and Pegasus Community Centre on 15 April from 10 am to noon.
- Variety of ‘Snap Send Solve’ requests sent in and also followed up on a few for residents.

T Bartle

- The Waimakariri Health Advisory Group through Unichem were offering a list of services they could provide and prescription products that could be supplied direct from pharmacies. It was an opportunity to allow people to get minor treatments done without clogging up the system.
- The Rangiora Housing development which was the old Lilybrook motels renovated. That was being renovated and turned into emergency housing and would help with the shortage of housing helping people that were struggling.
- The Sterling Silverstream opened their new building.
- Residents in some of the smaller roads where the big truck and trailers were going to cart shingle from would be a growing issue, the goal was 90,000 cubic metres to come from the Waimakariri River and Ashley River for the Woodend Bypass.

P Redmond

- Attended a good Enterprise North Canterbury networking function at Waipara, it was well attended by mainly people from Hurunui and Waimakariri.
- Volunteer expo at Rangiora Library, well attended.
- The District Licensing Committee approved an off-licence for a premises in Kaiapoi by the new Woolworths. There were six interrelated objectors from the public, the agencies

health, police and the licensing inspector did not oppose the application. The Committee granted the application, but it was now under appeal.

- The Rangiora Eastern link business case had been lodged with the New Zealand Transport Agency it was now 25% ratepayer funded which was a good deal. There was a cost benefit ratio of \$7 for every \$1 spent.
- It was international Chinese new year of the horse. Attended a function put on by the Chinese Consol in Christchurch followed up by attended a farewell at the Oxford Area School for Chinese exchange students.
- Attended the Silverstream duck race and fun day.

P Stone

- Attended the Waimakariri Access Group Meeting.
- Attended the Waimakariri Health Advisory Group Meeting.
- Attended the Ravenswood Cuppa.
- She had been up to the Health Coalition Aotearoa Health Infrastructure Panel meeting and trying to be a representative for a rural district in that mix of discussion. So that national advocacy body had a rural perspective, policy asked for Government that was informed global perspective.

A Thompson

- Attended the Sefton Hall Committee Meeting – it was challenging. They were trying to get funding for a multi-million dollar hall. His Suggestion was to come back and talk to the Council about something lower key and more pragmatic.

1 CONSULTATION PROJECTS

1.1 Parking and Traffic Bylaw 2026

<https://letstalk.waimakariri.govt.nz/parking-and-traffic-bylaw-2026>

Consultation closes on Monday 9 March 2026.

1.2 Youth Action Plan

<https://letstalk.waimakariri.govt.nz/youth-action-plan>

Consultation closes Wednesday 18 March 2026.

The Board noted the consultation projects.

2 BOARD FUNDING UPDATE

2.1 Board Discretionary Grant

Balance as at 28 February 2026: \$7,455.

2.2 General Landscaping Budget

Balance as at 28 February 2026: \$14,640.

Need to be looked at figure incorrect in board plan.

The Board noted the funding update.

3 MEDIA ITEMS

Nil.

4 QUESTIONS UNDER STANDING ORDERS

Nil.

5 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Woodend-Sefton Community Board is scheduled for 5.30pm, Monday 13 April 2026 in the Woodend Community Centre.

Workshop
<ul style="list-style-type: none">• <i>Members Forum</i>

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 6:39PM.

CONFIRMED

Mark Paterson

Chairperson

13 April 2026

Date