MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD
HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE,
176 WILLIAMS STREET, KAIAPOI ON MONDAY 16 OCTOBER 2017
COMMENCING AT 4PM.

PRESENT
J Watson (Chair) (until 6.15pm), C Greengrass (Deputy Chair), N Atkinson, R Blair, M Pinkham, P Redmond and S Stewart.
C Greengrass assumed the Chair at 6.15pm at time of departure of J Watson.

IN ATTENDANCE
Councillors J Meyer and A Blackie (from 4.05pm.)
J Palmer (Chief Executive), C Brown (Community Green Space Manager), S Morrow (Land Information Officer), K Ward (Community Board Advocate), and A Smith (Committee Advisor)

1 APOLOGIES
There were no apologies

2 CONFLICTS OF INTEREST
There were no conflicts of interest recorded. Subsequently during consideration of Item 8 - Correspondence, N Atkinson and S Stewart moved away from the table and took no part in discussion or voting of recommendation (b).

3 CONFIRMATION OF MINUTES
3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 18 September 2017

Moved J Watson seconded P Redmond
THAT the Kaiapoi-Tuahiwi Community Board:
(a) Confirms the circulated minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 18 September 2017, as a true and accurate record.
CARRIED

4 MATTERS ARISING
Item 4 – it was advised that there will be an update provided at the 20 November board meeting on the safe pedestrian crossing points in the Kaiapoi Western arterial route.

5 DEPUTATIONS AND PRESENTATIONS
5.1 Larina Tiffen “Miss Lilly’ Angel Trust”
Larina Tiffen owns and operates Miss Lillys Boutique Catering, an event and function catering business in North Canterbury and Canterbury regions. The business has a mobile boutique café. L Tiffen has previously resided in Kaiapoi. The Miss Lilly Angel Trust was established on 22 November 2016
following the November 14 Kaikoura earthquake as a result of the community relief effort. What started as a Facebook Post on the Miss Lilly Catering business page, immediately following the first earthquake, resulted in the donation of goods from both local businesses and private donations from local families and the delivery of these to the Kaikoura region. There was subsequently delivery of over 30 Christmas packages to effected families in the Kaikoura region that following Christmas.

A book called “Come Together” is being written, which is a collection of stories of families involved in the Kaikoura earthquake and includes their family recipes. The Miss Lilly's Angel Trust wishes to hold a community gala day, to be known as “Thrive ME” in the Kaiapoi East Regeneration area, on Sunday 18th February 2018 from 11am to 4pm, at which this book will be launched. This event would recognise the contribution from our district to the recovery efforts after the Kaikoura earthquake. The events would include a community pot luck meal, stalls, live music and children’s entertainment. Copies of the proposed programme of events for this day were circulated at the meeting for Board members information. There have already been several confirmed sponsors/donors for the event.

L Tiffin believes this day would be a good day to show how far the community has come in the past six years and has secured media promotion of the event through Seven Sharp TV programme and free radio advertising on Compass FM. Ms Tiffin is seeking approval of the Community Board to hold this event in the Regeneration area.

**Members Questions:**

C Greengrass asked if any of the existing support groups in the Waimakariri already been approached. Ms Tiffin advised there hadn’t been any approach made to other groups. There is a proposal in the bigger picture for resilient community plans, which would to be rolled out in Waimakariri, Kaikoura and Hurunui. Ms Tiffen is having discussions with local Civil Defence and in Christchurch and with Nathan Guy, the Civil Defence Minister.

A Blackie advised that one possible restriction to having the event on the regeneration area would be access to power, but this could be overcome.

The Chair advised Ms Tiffin that the Board members would need to give consideration to the matter and come back to her with a decision.

5.2 **Chris Brown, Green Space Manager, presented the Parks and Playground Management Plan to the Board.**

C Brown, Green Space Manager spoke to the Parks and Playground Management Plan. He spoke to a PowerPoint presentation. The purpose of the presentation was to provide the Boards with information about Levels of Service for Green Space and how those levels of service impacted the Long Term Plan, to get the Boards feedback on the projects and timing of those projects which have been identified by staff to fill gaps in levels of service, and to get the Boards feedback regarding any projects for consideration as part of the Long Term Plan 2018/2028.

As background C Brown explained that staff, as part of the preparation for LTP 2018/28, prepared a number of strategies which related to the key asset types of play spaces, toilets, sports facilities and community facilities. The strategies identified current levels of service (LoS) relating to the asset types as well as some new service levels. These LoS then inform the Activity Management Plan which informs the LTP. C Brown explained that there are many LoS which relate to the provision and development of reserves. These LoS are different depending on the park type and the catchment area of the park. He advised that there are a number of LoS changes which are being proposed in relation to the strategies which have been prepared.
For playgrounds the changes in LoS include

- An emphasis on the assessment of play value and a specified age and ability provision linked with park catchment type.
- Shade provision and UV protection. Shade sails or structures will be installed at key play spaces. High-use, long stay sites will be prioritised particularly junior play areas with no natural shade.
- Premium supplementary play assets (skate parks etc). Provision of skate parks – even distribution across districts key activity centres. Size and scale – reflective of the population catchment.
- More emphasis on integrating opportunities for inclusive play into play space general design rather than specific equipment provision.

C Brown explained that the implications of the new LoS meant there were several new playground developments required to meet the LoS.

- Milton Memorial Reserve
- Elm Green / Kippenberger linkage
- Hurunui Reserve Pegasus
- East Eyreton Domain
- Skate Park in Woodend/Pegasus Area

C Brown showed a list of playgrounds in order of replacement priority. The priority was based on the age of the playground, the play value that it provides and public expectations. There was an aim to complete one or two per year.

N Atkinson queried the different play equipment that is available in parks, and the age groups that are catered for. C Brown said the Council cannot provide equipment for all age groups in every park, as an example, the specific equipment for older age groups (such as skateboard parks), cannot be provided everywhere. But as an example, C Brown noted that Sovereign Palms subdivision has three playgrounds, if all these were looked at collectively, it would show that all the different age groups are catered for (0 – 5 years, 5-10 years, and 10-15 years). N Atkinson mentioned Hinemoa Park, which has a bowling club, and noted that there is groups who use the play equipment, and older children who bike and use the BMX track. C Brown said this is a local catchment park and it is planned to continue providing these facilities at Hinemoa Park. There are other local parks which won’t be providing play equipment for every age group (suggested example is Torlesse Park in Rangiora, a small local park which has play equipment for younger children).

Regarding Playgrounds, C Brown said staff would be looking at the provision of shade over play equipment and the levels of service, including where higher level specific equipment is provided (i.e. skate parks).

N Atkinson suggested it is important that the strategy doesn’t block skate parks in on small sites. For future proofing, it would be better to make sure that there is room available to build onto existing parks, as the need arises with population growth. This would be a better option rather than having to develop a new park in a different area.

Staff have identified the parks where the play equipment will need replacing in the next five years – which includes Kairaki reserve and NCF Park (in the Regeneration area)

N Atkinson asked about the play equipment available in Silverstream – C Brown said it is proposed to have a toilet facility provided adjacent to the current playground.
S Stewart, mentioned Darnley Square which is close to the Plunket Rooms, and noted that the play equipment currently there, is not suitable for the younger age group (this includes a climbing frame better suited for older children). It was suggested that there is the need for more equipment there to suit younger children.

N Atkinson noted that a lot of people use the play equipment beside the rugby clubrooms, even when there is no event happening at the Clubrooms, but the remainder of the domain doesn’t get used a lot as a playground.

Toilets

The criteria has been looked at to determine if toilets are required in neighbourhood parks, within a large catchment area. A different level of service for provision of toilets in town centres has been considered. It is planned to have discussions with owners of land where there could be benefit of having toilets, when the Council doesn’t own land.

S Stewart said the design of toilets needs to be innovative (“fabulous”), so they are attractive pieces of architecture. C Brown noted that in the Towns Level of Service it has been identified that these locations need well designed architectural toilets. C Brown said that the Plan hasn’t gone to this extent for the design of neighbourhood toilets. S Stewart believes that every single toilets could be attractive and would ask the Council designers to “think outside the square” and provide attractive pieces. C Brown said for the neighbourhood reserves, they will do what can be done, noting that there is some toilet blocks which have already been built with some small adjustments to make them a bit different (i.e. Elephant Park in Rangiora, and Sovereign Lakes). S Stewart believes there would not be the need to go over budget to provide more attractive toilet blocks for all areas in the district and suggests that staff could look at this.

New Toilets required to meet Levels of Service are:

- Mandeville Sports Ground Equestrian
- Rangiora Town Centre
- Millton Memorial – a very well used area which needs to have a toilet facility provided, especially the dog park.
- West Oxford Reserve – this area will become more highly used and in the future a toilet will be required here.

To build a new Rangiora town Centre stand alone toilet block, would cost in the vicinity of $350,000. The options being considered are updating the Victoria Park toilets, or looking at possibly working in with a business owner. The Strategy preference is improving these existing toilets, rather than investing in a new stand alone facility which would require a big investment.

Toilets to be upgraded will be undertaken at one every two years in the Ten Year Plan. This does not include the removal of the toilets opposite the Kaiapoi Workingmens Club, on Raven Quay. Members agreed with this proposal and S Stewart suggested the extension of the flower beds in place of this toilet block, once it is removed.

There is extensive consultation with neighbours of parks when a reserve development is proposed, which can include having a toilet installed. Many neighbouring residents ask about the proposed design of the toilets, i.e. the way it will face, what planting will be done, and what lighting will be provided.

Sports Facilities

A study has shown that the district does not need to have as many sports fields as previously thought. C Brown confirmed that the Council doesn’t need to buy any more land to develop sports grounds for the next ten years as the
available Council land is sufficient. Alternatively the Council will look at using the facilities they have more efficiently. This will mean increasing the carrying capacity of many fields by improving drainage. For some areas the first thing to do will be an irrigation investigation.

Regarding irrigation of sports fields, S Stewart asked would there need to be discussions and approval granted from Ecan before this can be allocated. C Brown said this would be looked at, and also staff would need to look at installing sand carpet on sports field. There is already consent at Mainpower Oval for irrigation and extra capacity is stored in three tanks. Swannanoa Domain also has irrigation system available, from water stored in tanks.

C Brown highlighted the key service enhancements which have been identified by staff and in some cases by members of the public:

Millton Memorial Park concept plan implementation
Old Kaiapoi Dump Site development
Sealing of Kairaki Beach car park (which would need to be half cost share with Ecan)
Development of old pit land at Kaiapoi Lakes - S Stewart suggested the Urupa development. The cemetery was part of a project from 1990, and this is the last part of this project which has not been completed. There was involvement with members of the community at the time, and input provided into the plans. There is a lot of history of those buried in this cemetery. N Atkinson asked is there anything in the strategy which talks about how to bring people on board with these developments. C Brown said when any of these projects are looked at, there is the opportunity to involve local community groups (e.g. Lions. C Brown said it is important to note that if this were done for each of these projects, there would need to be more staff resourcing required to do this, but it was acknowledged that there is many benefits of community involvement as well. It was suggested that the Silverstream Reserve project is a good template that could be used for other projects. C Brown said the community has indicated that they want the developments provided, and did note that there has been many occasions when the Council has involved the community in developments already (e.g. Koura Reserve, Rangiora, when the development was completed, a community planting day was held, which brought many people together to complete the project).

Town Centre entrances were discussed, C Brown noted there has been discussion held with Roading department staff, with support from the PDU staff in that department. This has been put on hold due to staff resourcing issues. It was agreed that there would be an update provided back to the Board members on the current situation with this.

J. Meyer asked of the Royalties funding for the Kaiapoi Lakes development, suggested that there might be some funding still available for this north west area. Mr Palmer said there would be a check made of this and if there was any funds available.

Regarding installation of fully accessible beach viewing platform at Waikuku and Pegasus, C Brown advised that this was looked at as part of the Pegasus Bay Bylaw. This would allow wheelchair access to view the beach. This is achievable at Pegasus, but a little more work would be required to make this available at Waikuku. It is suggested this be located at the Waikuku Beach Surf Lifesaving Club end of the beach.

6 ADJOURNED BUSINESS

There was no adjourned business.
7 REPORTS

7.1 Road Naming – Beach Road Developments Limited – Scott Morrow (Land Information Officer)

S Morrow presented this report, seeking approval of the Board to alter a road name, in the Beach Grove subdivision on Beach Road, Kaiapoi. The original name for Tapauta Street came from the pre-approved road name list for Kaiapoi and was approved for the subdivision in September 2013. The street is named after the ship Taupata which used to operate from Kaiapoi River in the 1960’s. There are nine residents living in this street and it was confirmed that all these residents will be notified of the change. The developer has agreed to cover any costs of new road name blades and other associated costs.

It was advised that Jean Turvey has reviewed the current suggested name list for streets, to keep it updated.

Moved J Watson seconded N Atkinson

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No 170926103733.
(b) Approves the alteration to the existing road name from Tapauta Street to Taupata Street.

CARRIED

P Redmond abstained from voting

N Atkinson acknowledges that there is a lot of history in the naming of streets in Kaiapoi, and doesn’t believe there will be too much inconvenience.

P. Redmond supports the change but would encourage consultation with the residents to advise why there is to be a change of name for the street.

R Blair supports the recommendation, and advising the nine residents of the proposed name change to their street.

7.2 Draft Public Domain Policy Reference Group – Geoff Meadows (Policy Manager)

C Brown presented this report on behalf of Policy Manager, G Meadows. The reports seeks nomination of one member of the Kaiapoi-Tuahiwi Community Board as the representative on the Draft Public Domain Policy Reference Group. The public domain in this instance, refers to public space adjacent to Business 1 and 2 zones in the Waimakariri District around Town Centres. The Policy will include consideration of outdoor dining areas, busking and charitable collections, display of goods, mobile vendors and amenity lighting.

Moved N Atkinson seconded J Watson

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 170926103988.
(b) Approves Board member C Greengrass to represent the Kaiapoi-Tuahiwi Community Board on the Draft Public Domain Policy Review Group.

CARRIED
The meeting adjourned at 5.45pm and reconvened at 5.55pm, to allow for administrative update.

Moved J Watson seconded P Redmond

THAT the meeting adjourn at 5.45pm and reconvene at 5.55pm.

CARRIED

8 CORRESPONDENCE

J Watson noted that a subcommittee will have to be created to discuss the placement/sites for historic panels.

Board members N Atkinson and S Stewart moved away from the table during consideration of recommendation (b).

Moved J Watson seconded R Blair

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives the letter regarding Decisions by Council on the Draft Annual Plan 2017/18 (pg 155-160 of Trim 170703068122)

(b) Ratifies the Kaiapoi-Tuahiwi Community Board Objection to Bottle O Silverstream Liquor Application 21 September 2017 (Trim 170921102331)

CARRIED

9 CHAIRPERSON’S REPORT

9.1 Chair’s Diary for September-October 2017

Moved J Watson seconded M Pinkham

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 171010109318.

CARRIED

10 MATTERS REFERRED FOR INFORMATION

10.1 Oxford-Ohoka Community Board meeting minutes – 7 September 2017 (Trim No. 170926103789)

10.2 Woodend-Setton Community Board meeting minutes – 11 September 2017 (Trim No. 171003106542)

10.3 Rangiora-Ashley Community Board meeting minutes – 13 September 2017 (Trim No. 170919101095)

10.4 Capital Projects Report for the period ended 30 June 2017 – Report to Audit and Risk Committee 19 September 2017 (Trim No. 17090609337).


Moved N Atkinson seconded P Redmond

**THAT** the Kaiapoi-Tuahiwi Community Board receives the information in items 10.1-10.6.

**CARRIED**

*Note: Items were circulated to Board members separately.*

11 **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.

**S Stewart**

- Issues with Rural Drainage were highlighted, noting that historic drainage areas in the rural areas only cover small patches and there are concerns about the water coming into and through these areas from rural 4ha developments and these landowners don’t pay a drainage rate. This continues to be an issue for most of the rural drainage areas, with members of these groups continually asking that the drainage rating be reviewed and for the council to consider district wide rural drainage.

- Update from the Water Zone Committee: Ecan is starting a lifestyle block project to familiarise lifestyle block owners with the sub-regional plan. This project has involved circulating information how Ecan would like these property owners to have good management practices in their lifestyle blocks. S Stewart believes the Board should be informed of how this will impact on the rural areas of this Ward, possibly through having attendance at a workshop with Board members. A Blackie advised that flyers had been sent out to rural residents. It was suggested that Ecan be asked to provide copies of any of the information that has been circulated to rural residents.

- S Stewart has visited Baker Park, and noted that there is a lot of water laying in the area of the new playground equipment. Photo to be sent to C Brown to show him this.

- S Stewart suggested that the Board members should go on a walk through the Kaiapoi Town Centre and believes there could be improvements in the landscaping in Williams Street. S Stewart does not believe this is a good example of the regeneration of Kaiapoi and would like to know what the policy is about the plantings in Kaiapoi and suggested there needs to be consideration given to improvements. It was noted that there is new planting in Sewell Street but that no one can see them.

**P Redmond**

- RSA organized the Passchendaele Memorial service at the cenotaph on 12 October, which was well attended and well organized.

- Attended the All Boards briefing

- Attended the Kaiapoi Community Groups meeting

- Attended the Kaiapoi Town Centre Review workshop

- Canterbury Museum visit. The Museum is going to be closed for three years for updating the building, hoping to relocate to a temporary site during this time. The lack of appropriate storage for exhibits not on display was noted.

- Attended ENC networking meeting. Civil Defense Officer spoke on business interruption
- Attended the Waimakariri Health Advisory Group meeting. Current Chair, who has been in the role for five years is wanting to retire. The role has been advertised and there was a good response. A decision to be made soon on the replacement for this role.

**M Pinkham**

- Attended the Enquiry By Design Workshop.
- Noted the good progress with the Passchendaele Walkway.
- Attended All Board briefing.
- Attended the ENC meeting, and quality of speakers was good with a good attendance.

**J Meyer**

- Noted that many Councillors have been away this month.
- There is potential issue with the servicing of the well heads on Smith Streets land.
- Silverstream bypass is running to schedule.

**A Blackie**

- Attended many meetings as previously noted above.
- Laid the wreath on behalf of the Council at the Passchendaele Centenary Commemoration on 12 October at the Kaiapoi Cenotaph.

**R Blair**

- Nothing to report.

**N Atkinson**

- Has been in Cromwell for the Zone 5 and 6 meeting.

**C Greengrass**

- Offered congratulations at the Council’s AA rating, awarded in the LGNZ Excellence Review
- Attended Kaiapoi Museum meeting – it is hoped to get many of the museums items out of storage. Kaiapoi Lions Club has recently gone into recess and the organization has donated all items to the Museum.
- Opening function for the Pines Kairaki Hall is to be held on 4 November, which all Board members have been invited to.
- You Me We Us, the Amazing race date is now December 3 (not November 26). Chris noted that the Social Inclusion group do not come under the You Me We Us umbrella.
- The Darnley Club are back to their new facility, with the new extension which looks very good. The Club are grateful to the Community Board and the Council for this.
12 CONSULTATION PROJECTS

12.1 District Plan Review
Consultation closes 5pm, 27 October 2017.

Moved C Greengrass seconded P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:
(a) Resolves that they wish to submit on the District Plan Review Consultation.

CARRIED

13 REGENERATION PROJECTS

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

13.2 New Arterial Road, Kaiapoi
Regular updates on the progress of the new Arterial Road will be posted on the Council’s website. There are also links to intersection layout plans for each of the new intersections. The updates can be located using the link below:

13.3 Kaiapoi Regeneration Steering Group
The next meeting of the Kaiapoi Regeneration Steering Group will be held in Meeting Room 1, Ruataniwha Kaiapoi Civic Centre, 4pm on Monday 6 November 2017. This meeting is open to the public.

14 BOARD FUNDING UPDATE

14.1 Board Discretionary Grant
Balance as at 16 October: $2,400.

15 MEDIA ITEMS

No media items.
16 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987

Moved N Atkinson seconded C Greengrass

THAT the public be excluded from the following parts of the proceedings of this meeting.

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

<table>
<thead>
<tr>
<th>Item No</th>
<th>Minutes/Report of:</th>
<th>General subject of each matter to be considered</th>
<th>Reason for passing this resolution in relation to each matter</th>
<th>Ground(s) under section 48(1) for the passing of this resolution</th>
</tr>
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<tbody>
<tr>
<td>16.1</td>
<td>Minutes of the public excluded portion of a meeting of the Kaiapoi-Tuahiwi Community Board Meeting 18 September 2017</td>
<td>Confirmation of Minutes</td>
<td>Good reason to withhold exists under Section 7</td>
<td>Section 48(1)(a)</td>
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</table>

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

<table>
<thead>
<tr>
<th>Item No</th>
<th>Reason for protection of interests</th>
<th>Ref NZS 9202:2003 Appendix A</th>
</tr>
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<tr>
<td>16.1</td>
<td>To carry out commercial activities without prejudice</td>
<td>A2(b)ii</td>
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</table>

CARRIED

CLOSE MEETING

Resolution to resume open meeting

Moved N Atkinson seconded P Redmond

THAT the open meeting resumes and the business discussed with the public excluded remains public excluded.

CARRIED

OPEN MEETING
17 QUESTIONS UNDER STANDING ORDERS
There were no questions.

18 URGENT GENERAL BUSINESS UNDER STANDING ORDERS
There was no urgent general business.

NEXT MEETING
The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 4pm, Monday 20 November 2017 at the Ruataniwha Kaiapoi Civic Centre.

There being no further business, the meeting closed at 6.25pm.

CONFIRMED

_______________________
Chairperson

_______________________
Date

Workshop

1. Members’ Forum.
   Opportunity for members to share potential new ideas and initiatives.