MINUTES OF THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD
HELD IN THE WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON
MONDAY 9 SEPTEMBER 2019 AT 7.00PM.

PRESENT
S Powell (Chairperson), A Thompson (Deputy Chair), A Allen, J Archer, A Blackie, R Mather and J Meyer.

IN ATTENDANCE
C Brown (Manager Community and Recreation), K Rabe (Governance Advisor) and E Stubbs (Governance Support Officer).

1 APOologies
There were no apologies.

2 CONFLICTS OF INTEREST
Item 7.2
R Mather declared an interest as she was the author of the attached letter to the report suggesting appropriate names.

Item 7.3(d)
A Allen declared an interest as she is a member of North Canterbury Neighbourhood Support.

3 CONFIRMATION MINUTES
3.1 Minutes of the Woodend-Sefton Community Board – 12 August 2019
Moved R Mather Seconded J Archer

THAT the Woodend-Sefton Community Board:

(a) Amends the minutes of the Woodend-Sefton Community Board meeting, held 12 August 2019 in regard to Item 7.2 which should read “… to respect the wishes of Mr Scott.”, and not ‘Mr Brockenhurst’ as currently stated in the minutes.

(b) Confirms the amended minutes of the Woodend-Sefton Community Board meeting, held 12 August 2019, as a true and accurate record.

CARRIED

4 MATTERS ARISING
There were no matters arising.

5 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY
There were no deputations.

6 ADJOURNED BUSINESS
There was no adjourned business.
7  REPORTS

7.1 Memorial Seat: Robin Neels – G MacLeod (Community Greenspace Manager)

C Brown spoke to the report, the purpose of which was to seek approval for the installation of a memorial seat on the foredunes at Woodend Beach. Staff have confirmed the memorial seat as relevant to the site. The cost of purchasing and installation of the seat would be met by the family.

J Archer cautioned that putting a structure on soft sand could create issues with sand movement and suggested the seat be located on a stable part of the dunes. C Brown responded saying that this type of bench had been installed successfully at other sites in similar locations and that the design of the bench was such that it could easily be lifted and re-sited if required. The site was on Council land and the staff had experience with installing these benches. He would however pass on the concerns to the operations team.

A Allen suggested that the Board, as a gesture of support, offer to pay for the plaque on the bench. There was some discussion about the suggestion. Other members agreed that this was a nice gesture but felt that this was not an initiative that the majority could support as it would set a precedent.

Moved: R Mather  Seconded: A Thompson

THAT the Woodend-Sefton Community Board:

(a) Receives report No.190822117753
(b) Approves the installation of a seat to be located on the foredunes at Woodend Beach on the south side of the pedestrian access way from the Woodend Beach car park (as shown on the plan in Section 4.1 of the report referred to in (a) above) as a memorial seat for Robin Neels.
(c) Approves the design of the seat as per the attachment to the report referred to in (a) above.

CARRIED

R Mather was appreciative of the sentiment of paying for the plaque but did not wish to set a precedent. She supported the seat as appropriate for the site and for offering comfort to the family.

A Allen thanked the members for considering her suggestion to pay for the plaque and understood the other members concerns.

S Powell commented that the seat would be a great asset to the area and would provide a memorial for the family.

7.2 Pegasus Community Centre Room Names – G MacLeod (Community Greenspace Manager)

R Mather reclused herself.

C Brown took the report as read noting that the Board had the delegation to approve the proposed names of the Pegasus Community Centre.

J Archer supported the choice in names but suggested that the names be translated in Maori. He suggested ‘Nga Ruma nui’ for the Big Room and ‘Nga Ruma Mutunga Kore’ for the Infinity Room. C Brown agreed that this would be supported by the Council.

S Powell enquired about the protocol for selecting Maori names and C Brown advised they would need approval of the Rūnanga prior to being adopted. This was potentially a lengthy process.
A Allen suggested that they retain the recommended names which could then include the Maori translation once approval was obtained.

Board members felt this was appropriate especially as this decision was being made during Te Wiki o Te Reo. Staff were requested to start the process in obtaining permission from the Rūnanga for suitable translations of the chosen names.

Moved: A Allen  Seconded: A Thompson

THAT the Woodend-Sefton Community Board:

(a) Receives report No.190830122126
(b) Approves ‘The Big Room’ as the name for the current Pegasus Community Centre
(c) Approves ‘Infinity Room’ as the name for the reception/entry area in the Pegasus Community Centre extension area.
(d) Approves ‘Todd Room’ as the name for the area previously known as the main treatment room Doctor Consult 3
(e) Approves Southern Capital Room as the name for the room previously known as Doctor Consult 1.
(f) Notes that staff will start the process of requesting a suitable translation of the names chosen from the Rūnanga to enable the rooms to have a joint name at a later stage.

CARRIED

A Allen commented on Maori as a national language and hoped the Council would embrace opportunities to use Te Reo moving forward.

A Thompson supported keeping the process moving while providing the opportunity for Maori translations in the future.

J Meyer commented on budgetary implications of translations in every facility. He suggested the process could be started with the Woodend Sefton Community Board.

S Powell believed the recommendation was entirely appropriate.

R Mather returned to the table.

7.3 Application to the Woodend-Sefton Community Board’s 2019/20 Discretionary Grant Fund – K Rabe (Governance Advisor)

K Rabe spoke to her report reminding the members that the application from the Sefton Community Group had been left to lie on the table due to insufficient information that now had been obtained. The North Canterbury Neighbourhood Support (NCNS) application was going to all the Boards.

Moved: A Allen  Seconded: R Mather

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 190821116901.
(b) Approves a grant of $400 to the Sefton Community Group towards the cost of running the annual Carols in the Domain event.

A Allen was pleased to support this application as the Sefton Community Group had always hosted very well run and enjoyable events for the community.
R Mather supported the group and the work they did for Sefton.

A Allen reclused herself.

R Mather enquired why the cost of the gazebo was so high and K Rabe responded that it was a large, strong gazebo and would have sign writing which increased the cost.

R Mather asked if the group had the option to use the Council gazebo. It was however noted that they wished to use a gazebo with their own branding.

R Mather asked if the purchase would go ahead if they did not receive funding from all the Boards and K Rabe replied that it likely would, they would seek the balance from elsewhere.

A Blackie enquired if they had applied to Hurunui. K Rabe was not aware of an application.

Moved: S Powell Seconded: J Archer

(c) Approves a grant of $500 to the North Canterbury Neighbourhood Support towards the cost of a promotional gazebo.

CARRIED

S Powell supported the application as the NCNS was trying to establish and run community barbeques which had been successful in the past in bringing neighbourhoods together, as well as providing feedback to Greenspace.

A Thompson on reflecting on the cost of the gazebo, noting it was higher quality and more durable than other types.

R Mather supported the recommendation.

A Allen returned to the table.

7.4 Update on Project of Recipient of 2018 Waimakariri Youth Development Grant – T Kunkel (Governance Team Leader)

K Rabe spoke to the report reminding members that this grant was inaugurated in 2018 and the committee who oversaw the allocation was made up of the four Community Board Chairs. Applications for 2019 would be considered in November.

Moved: A Blackie Seconded: S Powell

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 190826118987.

(b) Acknowledges the work being undertaken by the Waimakariri Student Volunteer Army.

(c) Notes the process to be undertaken for the awarding of the 2019 Youth Development Grant.

CARRIED

S Powell had been present at an end of project meeting in July 2019 and commented on the progress of the Student Volunteer Army. The first grant was seen as a big success.
7.5 **Summary of Discretionary Grant Accountability 31 December 2018 to 30 June 2019 – K Rabe (Governance Advisor)**

K Rabe took this report as read and called for questions. She noted that an update from the Coastguard had been included under correspondence.

K Rabe reported that the accountability requirements would be considered at the start of the new Community Board term. The Oxford Ohoka Community Board had requested that receipts be included with the accountability form. There was some discussion on the accountability requirements.

R Mather commented that she would like to see the accountability report attachment as a link rather than included in the printed agenda. Other members agreed and K Rabe assured members that their feedback would be taken into account when processes were reviewed for the new term.

Moved: J Meyer  Seconded: A Thompson

**RECOMMENDATION**

THAT the Woodend-Sefton Community Board:

(a) Receives report No 190717100458.

(b) Circulates a copy of this report to all of the Community Boards.

CARRIED

J Meyer commented that having transparency right through was desirable. However it had to be taken into account that these were community groups so requirements should not be too onerous.

A Allen noted the refund from Reflections Community Trust and commented that should be acknowledged.

7.6 **Ratification of the Board’s Comments on the Waimakariri Bus Service Review – Kay Rabe (Governance Advisor)**

K Rabe took the report as read.

R Mather commended the Chair on all the work she had done, not only on this submission, but all the ones for the term. All the other members agreed and congratulated S Powell on her work on behalf of the Board.

Moved: R Mather  Seconded: A Blackie

**RECOMMENDATION**

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 190805108670.

(b) Retrospectively ratifies the Board’s Comments on the Waimakariri Bus Service Review (Trim Ref: 190723103018).

CARRIED

S Powell commented there were many anxious residents waiting to hear the outcome of the review.

7.7 **Ratification of the Board’s Submission on the Waimakariri District Council’s Kaiapoi to Belfast Cycle Route – Kay Rabe (Governance Advisor)**

K Rabe took the report as read.

Moved: A Allen  Seconded: A Thompson
THAT the Woodend-Sefton Community Board:

(a) Receives report No. 190821116733.

(b) Retrospectively ratifies the Board’s Comments on the Waimakariri District Council’s Kaiapoi to Belfast Cycle Route (Trim Ref: 1190812111952).

CARRIED

8 CORRESPONDENCE

Moved:  A Allen  Seconded:  A Thompson

THAT the Woodend-Sefton Community Board:

(a) Receives NC Coastguard Update (Trim No. 190816114840).

(b) Receives the memo on Park and Ride / Park and Share (Trim No. 190828120162).

(c) Receives thankyou letter from Brockenhurst Trust (Trim No. 190827119311)

CARRIED

S Powell noted there should be future consideration of a Park and Ride in Woodend for those travelling through from the neighbouring district.

9 CHAIRPERSON’S REPORT

S Powell advised the coastal forestry harvesting had finished and the tracks were repaired. Because of the extra harvesting done it is likely that there will be no need to bring in heavy machinery in the foreseeable future. She asked if Board members had received any complaints regarding vibration issues, damage or noise from Woodend Beach residents. The Board indicated they had received no complaints.

As Chairperson, S Powell took the opportunity to give a brief review of the works carried out by the Board during the 2016-19 term noting the Board had put in 11 submissions this year alone with more to complete. She thanked the Board members for their support and co-operation during this time. She also wished J Meyer and R Mather well.

S Powell thanked J Meyer for his invaluable experience and knowledge from his many years of involvement in local government. She acknowledged that he would be missed on the Board but wished him well in his bid to be elected onto the Kaiapoi-Tuahiwi Community Board.

S Powell thanked R Mather for her support, for always being available to help, and her passion for the community. She also acknowledged that the Board would miss R Mather’s commitment and drive.

S Powell believed the Board had performed well overall, attending numerous events, consultations and drop in sessions. They had been visible and approachable. The Facebook page had been valuable in highlighting items of interest to the community.

S Powell thanked the Board for their support and dedication.

The Board members recognised the leadership of S Powell and her commitment as Chair. The loss of Karen Eastwood at the start of the term was acknowledged.
9.1 Chairpersons Report for August 2019
Moved: S Powell  Seconded: J Archer
THAT the Woodend-Sefton Community Board:
(a) Receives report No. 190902122167.
CARRIED

10 MATTERS FOR INFORMATION
10.1 Rangiora-Ashley Community Board meeting minutes – 13 August 2019
(Trim No 1190702093219).
10.2 Kaiapoi-Tuahiwi Community Board meeting minutes – 19 August 2019
(Trim No 190820115834).
Moved: J Meyer  Seconded: A Blackie
THAT the Woodend-Sefton Community Board receives the information in Items 10.1-10.2.
CARRIED

11 MEMBERS’ INFORMATION EXCHANGE
11.1 August Diary for J Archer and R Mather (Trim No. 190805108683)
11.2 J Archer
• Attended Public Bypass meeting.
• Attended Plan Change 7 workshop.
• Attended Natural Hazard workshop.
11.3 J Meyer
• Commented the biggest upcoming challenge was the District Plan – there was still a lot to do.
• Commented on history of the bypass including past public meetings. He was confident Woodend would get a bypass.
11.4 A Blackie
• Attended Pegasus Bay Bylaw meeting. Progress was being made on addressing science following concerns raised regarding Tuatua.
• Security of water plants – barbed wire strands would be added to Council fencing.
• The Heritage, Biodiversity and Ecological Hearing Panel had met to consider 19 applications.
• A final recommendation for Waikuku Beach Camp would be made to Council.
11.5 A Allen
• Highlighted business networking event at Woodend Fire Service.
• Thanked members for considering application by NCNS for gazebo.
• Attended Plan Change 7 workshop.
• Bypass meeting – thought it had gone well and S Powell had a good address.

12 CONSULTATION PROJECTS
12.1 **About Speed Limits**  
Consultation closes Monday 9 September 2019.  

12.2 **Proposed Plan Change 7**  
Consultation closes 13 September 2019.  

12.3 **About Natural Hazards**  
Consultation closes Wednesday 25 September 2019.  

12.4 **About the Future of Rangiora**  

12.5 **About Signage**  
Consultation Closes Monday 30 September 2019.  

12.6 **About Parking**  
Consultation closes Monday 30 September 2019.  

Board members agreed to meet to discuss submission options on the Signage Bylaw Review as well as the Parking Bylaw Review. Staff agreed to arrange a Submissions Workshop for the week starting 16 September 2019.

13 **FOSTERING COMMUNITIES**

14 **BOARD FUNDING UPDATE**

14.1 **Board Discretionary Grant**  
Balance as at 3 September 2019: $3,141.

14.2 **General Landscaping Fund**  
Balance as at 3 September 2019: $12,430.

15 **MEDIA ITEMS**

Approved funding applications.

16 **QUESTIONS UNDER STANDING ORDERS**

17 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**
NEXT MEETING

This is the final meeting of the Woodend-Sefton Community Board for the 2016-2019 electoral term.

The new Woodend-Sefton Community Board will be sworn into office late October 2019, with standard meetings resuming from mid-November 2019. Further information will be advertised and listed on the Council's website.

THERE BEING NO FURTHER BUSINESS THE MEETING WAS CLOSED AT 8.34PM.

CONFIRMED

Chairperson

__________

Date

Chief Executive

__________

Date

Workshop

• Members Forum