

# Rangiora-Ashley Community Board

## Agenda

Wednesday 13 April 2022

7.00pm

*Zoom*

*Members:*

Jim Gerard Q.S.O (Chairperson)  
Duncan Lundy (Deputy Chairperson)  
Kirstyn Barnett  
Robbie Brine  
Murray Clarke  
Monique Fleming  
Jason Goldsworthy  
Morris Harris  
Sarah Lewis  
Joan Ward  
Andrew Wells  
Paul Williams

**AGENDA FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD TO BE HELD VIRTUALLY VIA ZOOM ON WEDNESDAY 13 APRIL 2021 AT 7PM.**

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

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	<b><u>BUSINESS</u></b>	PAGES
1.	<b><u>APOLOGIES</u></b>	
2.	<b><u>CONFLICTS OF INTEREST</u></b>	
3.	<b><u>CONFIRMATION OF MINUTES</u></b>	
3.1.	<b><u>Minutes of the Rangiora-Ashley Community Board – 9 March 2022</u></b>	
	<i>RECOMMENDATION</i>	8-16
	<b>THAT</b> the Rangiora-Ashley Community Board:	
	(a) <b>Confirms</b> , as a true and accurate record, the circulated Minutes of the Rangiora-Ashley Community Board meeting, held on 9 March 2022.	
3.2.	<b><u>Matters Arising</u></b>	
4.	<b><u>DEPUTATIONS AND PRESENTATIONS</u></b>	
	Nil.	
5.	<b><u>ADJOURNED BUSINESS</u></b>	
	Nil.	
6.	<b><u>REPORTS</u></b>	
6.1.	<b><u>Town Centre Lighting Concepts and Themes for Rangiora and Kaiapoi – Vanessa Thompson (Business and Centres Advisor)</u></b>	
	<i>RECOMMENDATION</i>	17-46
	<b>THAT</b> the Rangiora-Ashley Community Board:	
	(a) <b>Receive</b> Report No. 220223025061.	
	(b) <b>Note</b> the appointment of Kevin Cawley from Total Lighting Ltd as the preferred lighting design consultant selected by the Town Centre Feature Lighting Working Group to create feature lighting design concepts for the Rangiora and Kaiapoi town centres;	
	(c) <b>Note</b> the lighting concept designs for Rangiora and Kaiapoi have been included as attachments (i) and (ii);	

- (d) **Note** the estimate lighting budgets included in the concept designs are out of date and are subject to future review when implementing any lighting recommendations from the concept designs;
- (e) **Endorses** the town centre lighting concept designs for Rangiora (Rangiora-Ashley Community Board) and Kaiapoi (Kaiapoi-Tuahiwi Community Board);

**and**

- (f) **Recommends** that the Council approve the lighting concept designs as a general approach to future town centre lighting upgrades in Rangiora and Kaiapoi.

**6.2. Request for Time-Restricted Parking at Rangiora Borough School – Shane Binder (Transportation Engineer)**

*RECOMMENDATION*

47-51

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

- (a) **Receives** Report No. 220324044049;

**AND**

**RECOMMENDS THAT** the District Planning and Regulation Committee:

- (b) **Approves** establishment of a limited (8:00-9:00am and 2:30-3:30pm school days only) 5-minute parking restriction (P5) on the east side of Church Street north of the mid-block pedestrian crossing for a length of 18 metres.
- (c) **Approves** modification of the existing 24-hour P5 loading zone on the east side of Church Street to be limited (8:00-9:00am and 2:30-3:30pm Wednesday school days only).
- (d) **Circulates** this report to Utilities and Roading Committee for information.

**6.3. Request for Bus Stop Extension, Ashley Street north of High Street – Shane Binder (Transportation Engineer)**

*RECOMMENDATION*

52-57

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

- (a) **Receives** Report No. 220303029998;

**AND**

**RECOMMENDS THAT** the District Planning and Regulation Committee:

- (b) **Approves** extension of the existing bus stop on the east side of Ashley Street north of High Street for a length of 10 metres to the north;
- (c) **Circulates** this report to Utilities and Roading Committee for information.

6.4. **Request for P5 Parking Restrictions outside Rangiora Post Shop – Shane Binder (Transportation Engineer)**

RECOMMENDATION

58-61

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

- (a) **Receives** Report No. 220128010530;
- (b) **Notes** the existing parking supply and demand for the Rangiora Post Shop.

6.5. **Road Naming – 263 Barkers Road, Loburn – Scott Morrow (Rates Officer Property Specialist)**

RECOMMENDATION

62-71

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

- (a) **Receives** Report No. 220331048559
- (b) **Approves** the following road name for the private Right of Way created as part of the subdivision of 263 Barkers Road, Loburn.
  - 1. Fox Lane (Pvt)
- (c) **Notes** the Community Board may replace any proposed names with a name of its choice.

6.6. **Townsend Road Reserve Development – Tori Stableford (Landscape Architect)**

RECOMMENDATION

72-86

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

- (a) **Receives** Report No. TRIM 220331048618.
- (b) **Notes** that there is currently \$350,000 allocated to the development of Townsend Road Reserve, from the Land Development – Neighbourhood budget.
- (c) **Approves** public consultation be carried out on the Townsend Road Reserve Concept Plan, shown in attachments ii and iii (Reserve and Playground) (TRIM 220331049151 and 220331049150) for the development of Townsend Road Reserve.
- (d) **Notes** that the Utilities and Roading Department are still finalising the exact location of the cycle path linkage to Pentecost Road.
- (e) **Approves** Greenspace staff the discretion to relocate the cycle path linkage within the Concept Plan prior to consultation if required based on feedback from the Utilities & Roading department.
- (f) **Notes** Following consultation staff will bring a revised Concept Plan to the board for approval, this plan will take in to account consultation feedback and the current construction costs which currently have a high level of unpredictability. Should either of these lead to major changes in scope this will be included in this report.



6.7. Application to the Rangiora-Ashley Community Board's 2021/22 Discretionary Grant Fund – Kay Rabe (Governance Advisor)

RECOMMENDATION

87-141

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 220228026889.
- (b) **Approves** a grant of \$..... to the Rangiora Cricket Club towards the purchase of new cricket balls.

OR

- (c) **Declines** the application from the Rangiora Cricket Club.
- (d) **Approves** a grant of \$..... to the South Island (Te Waipounamu) Branch of the Muscular Dystrophy Association of New Zealand Inc towards hosting the monthly support group.

OR

- (e) **Declines** the application from the South Island (Te Waipounamu) Branch of the Muscular Dystrophy Association of New Zealand Inc.
- (f) **Approves** a grant of \$..... to the Cust and District Historical Records Society Inc. towards printing and scanning of booklets.

OR

- (g) **Declines** the application from the Cust and District Historical Records Society Inc.

6.8. Ratification of the Rangiora-Ashley Community Board's submission to the Waimakariri District Council and Environment Canterbury's Draft 2022/23 Annual Plans – Kay Rabe (Governance Advisor)

RECOMMENDATION

142-148

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 220322042309.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council Draft Annual Plan 2022/23 (Trim Ref: 220317038788).
- (c) **Retrospectively ratifies** its submission to Environmental Canterbury's Draft Annual Plan 2022/23 (Trim Ref: 220322042316).

7. CORRESPONDENCE

- 7.1. Forestdale Wetland – Fencing and weed management update (Trim. 220331048695).
- 7.2. Alfred Street (Farmers) Carpark – Percival Street Access (Trim. 220127009887).
- 7.3. Rural Recycling Drop-off Facilities North of the Ashley River (Trim. 220322042490).
- 7.4. Waimakariri Bahá'í Community Planting (Trim. 220317039166).

RECOMMENDATION

149-156

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** the information in items 7.1 to 7.4.

## 8. CHAIRPERSON'S REPORT

### 8.1. Chair's Diary for April 2022

RECOMMENDATION

157-158

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 220405051011.

## 9. MATTERS FOR INFORMATION

9.1. Oxford-Ohoka Community Board Meeting Minutes 2 March 2022 (Trim 220304031200)

9.2. Woodend-Sefton Community Board Meeting Minutes 14 March 2022 (Trim 220308032926)

9.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 21 March 2022 (Trim 22032804547)

9.4. Health Safety and Wellbeing Report March 2022 – Report to Council Meeting 1 March 2022 – Circulates to all Boards.

9.5. Libraries Update – Report to Community and Recreation Committee Meeting 15 March 2022 – Circulates to all Boards.

9.6. Fill and Connection of Oxford Road Water Race R3N-1 to Stormwater System Proposal – Report to Utilities and Roading Committee Meeting 22 March 2022 – Circulates to the Rangiora-Ashley Community Board.

## PUBLIC EXCLUDED REPORTS

9.7. Award of Contract 21/26 Wiltshire to Green Stormwater Upgrade Stages 1 – Report to Management Team Meeting 7 March 2022 – Circulates to the Rangiora-Ashley Community Board.

RECOMMENDATION

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** the information in Items 9.1 to 10.6.
- (b) **Receives** the public excluded information in item 9.7, which would remain public excluded and was circulated separately.

### **Note:**

1. *The links for Matters for Information were circulated separately to members.*
2. *Hard copies of the Public Excluded items were circulated separately to members.*

## 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.*

## 11. CONSULTATION PROJECTS

### 11.1. Migrant Experiences

<https://letstalk.waimakariri.govt.nz/migrant-experiences>

**12. BOARD FUNDING UPDATE**

**12.1. Board Discretionary Grant**

Balance as at 31 March 2022: \$11,708.

**12.2. General Landscaping Fund**

Carryover from 2020/21: \$1,580.

Allocation for 2021/22: \$25,430.

Balance as at 31 March 2022: \$27,010.

**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 11 May 2022.

**Workshop**

- *Belgrove Development frontage along Kippenberger Avenue – K LaValley (Project Delivery Manager), G Stephens (Design and Planning Team Leader) and Shane Binder (Transport Engineer)*
- *Members Forum*

**MINUTES OF THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD HELD VIA ZOOM ON WEDNESDAY 9 MARCH 2022 AT 7.04PM.**

**PRESENT:**

J Gerard (Chairperson), D Lundy (Deputy Chairperson), K Barnett, R Brine, M Clarke, M Fleming, J Goldsworthy, M Harris, J Ward, A Wells and P Williams.

**IN ATTENDANCE**

L Smith (Manager People and Engagement), Grant Stephens (Green Space Design and Planning Team Leader), K Rabe (Governance Advisor) and E Stubbs (Governance Support Officer).

**1. APOLOGIES**

Moved: J Gerard

Seconded: D Lundy

**THAT** the Rangiora-Ashley Community Board receives and sustains the apology for absence from S Lewis.

**CARRIED**

**2. CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**3. CURRENT REGISTER OF INTERESTS**

It was noted that there had been some alterations to the register.

Moved: K Barnett

Seconded: D Lundy

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

(a) **Receives** the current Register of Interest.

**CARRIED**

**4. CONFIRMATION OF MINUTES**

**4.1. Minutes of the Rangiora-Ashley Community Board – 9 February 2022**

Moved: J Ward

Seconded: J Goldsworthy

**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 February 2022.

**CARRIED**

**4.2. Matters Arising**

There were no matters arising

**5. DEPUTATIONS AND PRESENTATIONS**

**5.1. Milton Reserve Status - Grant Stephens**

G Stephens provided an update on the Milton Reserve, advising that a number of trees that fell into the 'dead, dying or diseased' category had been removed.

The \$2,000 made from log sales would be reinvested into the project. The next stage was to prune the remaining trees in order to remove any dead wood and make the space safe for public use. This work had led to various 'discoveries' in the arboretum minor which had in the past been used as a dumping ground for various materials including hard fill and old fencing. The Council were engaging with contractors to carry out the work of clearing the area in order to make it safe and maintainable going forward.

The Council believed that to ensure the safety of the public who had access to the land, the best option would be to do ground preparation work prior to any planting. Initially the suggestion was that the trees should be watered by Asplundh as part of their tree watering contract, however, further investigation had proven that the installation of an irrigation system prior to planting would be the best option. There would be costs implications associated with both the clearing of the land and installation of an irrigation system.

Due to the increases to the budget, Council staff were investigating possible cost reductions. Some of the costs could be mitigated by the Council doing more of the work in-house as this would save on professional fees. However, the main reduction for the Board to consider would be to delay the installation of the pathways. G Stephens considered the most important priority would be ground preparation and irrigation installation. Currently the project included \$60,000 for the development of path/cycle ways and he would recommend that a portion of that budget be diverted toward ground establishment and that the paths be developed at a later stage. Delaying the paths would also allow flow and connections within the reserve to be developed through its natural use. Future funding for pathways could be secured through the 2022/23 Annual Plan or General Landscaping Fund.

G Stephens noted the formalising of the reserve as a community reserve had been raised as the initiative was being largely driven by the community including the Rotary Club, the Lions Club and the Soroptomists who were eager to commence planting. He suggested installing signage at the entrances of the reserve listing all the community groups involved in establishing the arboretum.

P Williams queried if water for the North Canterbury Model Railway Club's proposed building, might that be a better source of water due to bigger gage piping and water pressure. G Stephens agreed however, it would be dependent on the Railway Club's timeframe, however they may be open to establishing their water connection early which would enable the Board to take advantage of economies of scale.

K Barnett requested a report on the history of the Millton Reserve name to provide clarity and potentially to look at the option of a bilingual name. G Stephens recommended an information memo to the Board be written in the first instance and if the Board wished to proceed further a report could be presented at a later stage, so as to mitigate any further delays to the project.

M Fleming asked if the advisor from the Christchurch Botanic Gardens had provided any feedback on plantings for the reserve. G Stephens advised that Council staff had met with the advisor on site who had emphasised the importance of getting the initial groundwork right, and confirmed that the advisor would be providing ongoing assistance in relation to tree selections and locations.

M Fleming expressed concern at the location of a current cycle crossing on Millton Avenue and enquired if the Council had considered the safety of crossing in relation to traffic. G Stephens noted that was the advantage of delaying completing the paths within the reserve, as it would allow for more liaison with the Council's Roding Team on the development of the cycling network by the and the development of a safer crossing option.

The Board expressed agreement that delaying path construction to ensure good establishment of the ground for tree planting and irrigation was the best option.

## 6. ADJOURNED BUSINESS

Nil.

## 7. REPORTS

### 7.1. Rangiora-Ashley General Landscaping Report – G Stephens (Green Space Design and Planning Team Leader)

G Stephens spoke to the report which identified four projects for consideration of funding allocations. After the recommended allocations \$16,310 would be left in the Board's Landscaping budget to carryover toward potential development of the next town entrance as identified by the Board.

P Williams asked about potential local suppliers for the seating projects. G Stephens confirmed that previous new community seats had been built by a local Tuahiwi based company.

M Fleming enquired if there could be consideration of the comfort and ease of access to the public seats for all users, including those with mobility issues. G Stephens advised that the seat in the Cust Domain was not situated near a pathway and may therefore allow for limited access. However, the seat at Townsend Fields could potentially have a shingle connecting path which would cost a further estimated \$1,000. The Passchendaele seat would be adjacent to the path. Access was a consideration for all public seating and where possible Council staff did try to ensure good access.

K Barnett noted that there may be a need in the future to fund pathways from the Board's General Landscaping budget. She further noted that the Youth Council's Dudley Park project may also require additional funding from the Board's Landscaping budget. G Stephens explained that the Youth Council was working with the Lions Club to build and install a deck at the skatepark at a cheaper rate. However, the cost of timber and building materials had increased due to the impacts of Covid and consequently the available funding was no longer sufficient. Council staff would therefore be suggesting that the Youth Council review the priorities of the project, to establish if one or two of the smaller parts of the project could be completed with the available funding.

P Williams questioned if the Youth Council had investigated outside funding options. G Stephens advised that was still the Youth Council intent to source outside funding. If the deck was still their first priority, they would need to look at further funding sources. Prior to the Board made allocating further funds to the skatepark project, the Youth Council needed to look at prioritisation, exact costings and exploration of other funding sources.

M Fleming asked if there was potential for sponsorship for the Youth Council's project from local businesses such as McAlpines, and G Stephens commented on the difficult nature of the market in general for sourcing materials.

Moved: J Gerard

Seconded: P Williams

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

- (a) **Receives** Report No. TRIM number. 220224026118.
- (b) **Notes** the Board currently had \$27,010 available to allocate to general landscape projects within the Rangiora Ashley ward.

- (c) **Approves** the allocation of \$2,500 towards the purchase and installation of a single rugby post at Cust Domain as per the plan included within report 220224026118.
- (d) **Approves** the allocation of \$3,000 towards the purchase and installation of a park bench at Cust Domain as per the plan included within report 220224026118.
- (e) **Notes** that staff will work with the Cust Domain Advisory Group to determine the exact location on site at time of installation of the seat and rugby post.
- (f) **Notes** that the Rangiora Returned and Services Association (RSA) have donated \$1,000 and some timber towards the installation of a seat, planting and a tree at the Rangiora end of the Passchendaele Walkway.
- (g) **Approves** the allocation of \$3,200 towards the remaining costs of purchase and installation/planting of the seat, plants and tree for the Passchendaele Walkway.
- (h) **Notes** that staff will work with the Waimakariri Passchendaele Advisory Group and Rangiora RSA to determine the exact location of this seat and planting.
- (i) **Approves** the allocation of \$3,000 towards the purchase and installation of a park bench at Townsend Fields Subdivision, Rangiora in the location identified within this report.
- (j) **Notes** that this will leave \$16,310 within the Rangiora-Ashley General Landscaping Budget (10.1045.000.5224) remaining for future allocation.
- (k) **Approves** further allocation as required for Millton Reserve for sponsor signage and irrigation; and that for any remaining budget be carried over into the 2022/23 financial year.

**CARRIED**

K Barnett commented that she and the Mayor were concerned at the delay of the project and would she would therefore like to see the Board support the Youth Council's project. It was noted that the Board would receive a new allocation for the General Landscaping budget in July 2022, and further funding allocations could then be considered.

J Gerard commented that recommendation (k) made the carryover more flexible as there had been several suggestions as to where more funding may be required including the skatepark, and signage and irrigation for the Millton Memorial Reserve. The next town entrance the Board would be working on would be the Kippenberger Avenue entrance, however, there had been no indication from Mainpower regarding undergrounding the wires at this stage therefore the project was unlikely to occur within the next Board term.

D Lundy agreed with the funding remaining flexible. He commented that the Millton Reserve planting would be highly visible and the site needed to be well prepared to allow the trees to be properly established to achieve a successful outcome.

7.2. **Application to the Rangiora-Ashley Community Board's Discretionary Grant Fund 2021/22 – K Rabe (Governance Advisor)**

K Rabe advised that the Southbrook Netball Club were applying for funds for hall hire, equipment storage and the purchase of 'Player of the Day' trophies. The Club had also been successful in an application to the Board the previous year and had contingency plans for operating in Red Light Covid settings.

Moved: M Fleming

Seconded: J Ward

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

- (a) **Receives** report No. 220221023266.
- (b) **Approves** a grant of \$512.30 to the Southbrook Netball Club towards the cost of hall hire, equipment storage costs and the purchase of 'Player of the Day' trophies.

**CARRIED**

M Fleming commended the Southbrook Netball Club for provided a good service to the community.

7.3. **Approval of the updated Rangiora-Ashley Community Board Plan 2020/22 – K Rabe (Governance Advisor)**

K Rabe noted the Board Plan had been updated for the last few months of the term. Changes were noted in red, however, she had since received further changes that would be added. She commented that formatting and layout would improve when the document was edited by the Admin Creative Team.

K Barnett provided a further minor change.

Moved: D Lundy

Seconded: P Williams

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

- (a) **Receives** report No. 220119005456.
- (b) **Approves** the updated Rangiora-Ashley Community Board Plan 2020-2022 (Trim: 22022023824).
- (c) **Authorises** the Chairperson to approve the final version of the Rangiora-Ashley Community Board Plan 2020-2022, if any further minor editorial corrections are required.

**CARRIED**

8. **CORRESPONDENCE**

Nil.



## 9. CHAIRPERSON'S REPORT

### 9.1. Chair's Diary for February 2022

Moved: J Gerard

Seconded: D Lundy

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

- (a) **Receives** report No. 220228026855.

**CARRIED**

## 10. MATTERS FOR INFORMATION

- 10.1. Oxford-Ohoka Community Board Meeting Minutes 2 February 2022 (Trim 220208015336)
- 10.2. Woodend-Sefton Community Board Meeting Minutes 15 February 2022 (Trim 220218022525)
- 10.3. Updated Recommendations for Speed Limit Changes throughout the Rangiora-Ashley Ward Area – Report to Council Meeting 1 February 2022 – Circulates to the Rangiora-Ashley Community Board.
- 10.4. Amendments to School Variable Speed Zones – Report to Council Meeting 1 February 2022 – Circulates to the Rangiora-Ashley and Oxford-Ohoka Community Boards.
- 10.5. Stockwater Race Bylaw 2022 – Request for Adoption – Report to Council Meeting 1 February 2022 – Circulates to all Boards.
- 10.6. Chairpersons Report for the Period January – December 2021 – Report to Council Meeting 1 February 2021 – Circulates to all Boards.
- 10.7. Chairpersons Report for the Period January – December 2021 – Report to Council Meeting 1 February 2021 – Circulates to all Boards.
- 10.8. Chairpersons Report for the Period January – December 2021 – Report to Council Meeting 1 February 2021 – Circulates to all Boards.
- 10.9. Chairpersons Report for the Period January – December 2021 – Report to Council Meeting 1 February 2021 – Circulates to all Boards.
- 10.10. Wellbeing, Health and Safety Report February 2022 – Report to Council Meeting 1 February 2022 – Circulates to all Boards.
- 10.11. Wastewater Treatment Plant Fencing Contract Completion – Report to Utilities and Roading Committee Meeting 22 February 2022 – Circulates to all Boards.

### PUBLIC EXCLUDED REPORTS

- 10.12. Rangiora Corner Site – Evaluation Panel – Report to Council Meeting 1 February 2022 – Circulates to all Boards.

Moved: D Lundy

Seconded: J Ward

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

- (a) **Receives** the information in Items 10.1 to 10.11.
- (b) **Receives** the public excluded information in Item 10.12, which would remain public excluded and was circulated separately.

**CARRIED**

## 11. MEMBERS' INFORMATION EXCHANGE

### D Lundy

- Working with Council staff on safety improvements outside Loburn Reserve.
- Contacted by a number of ratepayers concerned about state of gravel roads.

### K Barnett

- Three Waters reform response ongoing.
- Local Government reform – number of briefings.
- District Plan progressing, there had been some late submissions.
- Awaiting central Government legislation changes.

### R Brine

- Provided update on potential effect of Covid on transfer station. There may be a drop-off in collections dependent on driver availability. There was a difficulty sourcing truck parts meaning some trucks may be off the road.

### M Clarke

- Stakes had been installed to improve visibility at damaged culverts.
- Complaints about state of roads, including large pothole on Durham Street.
- Noted parking on yellow lines behind the Gables Arcade – may need follow-up from Council staff to enforce restrictions.

### M Fleming

- Assisting with gardens for Keep Rangiora Beautiful – noted the old hospital was being demolished.

### M Harris

- Had assisted ratepayer with flooding issue on Mt Thomas Road, D Lewis and K Simpson had visited the site, which will require ECan involvement.
- Commented there was a substantial amount of crime occurring in the district.

### J Ward

- Noted Annual Plan was out for consultation.
- Noted tender openings highlighted issues in construction industry.
- Rangiora corner site discussions progressing well.
- Joint Promotions meeting – quiet due to Covid.
- ECan Annual Plan out for consultation.
- Airfield Advisory Group meeting update.

### A Wells

- Noted upcoming drive around with Roding Operations Team Leader to view the condition of local roads.

### P Williams

- Would be attending the drive around with the Roding Operations Team Leader. Had requested the Roding Manager to provide an update to the Board on gravel roads.

D Lundy asked how effective the Roding Team operations were. P Williams commented at the Annual Plan meeting he had noted the need for extra funding for gravel roads and had been advised there was sufficient budget. Since then he had been advised that further funding would be required. Staff acknowledged there had been a breakdown in some systems and maintenance not kept up to date particularly with wet weather conditions. He highlighted that staff were currently under tremendous pressure.

**12. CONSULTATION PROJECTS****12.1. Migrant Experiences**

<https://letstalk.waimakariri.govt.nz/migrant-experiences>

**12.2. E-Scooters Trial**

<https://letstalk.waimakariri.govt.nz/e-scooter-trial>

The Board noted the consultation projects.

**13. BOARD FUNDING UPDATE****13.1. Board Discretionary Grant**

Balance as at 28 February 2022: \$12,220.

**13.2. General Landscaping Fund**

- Carryover from 2020/21: \$1,580.
- Allocation for 2021/22: \$25,430.
- Balance as at 28 February 2022: \$27,010.

The Board noted the above balances.

**14. MEDIA ITEMS**

Nil.

**15. QUESTIONS UNDER STANDING ORDERS**

Nil.

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

Nil.

**NEXT MEETING**

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 13 April 2022.

**Workshop (8.11pm – 8.16pm)**

- *Members Forum*

Annual Plan - The need for an Annual Plan Submission Workshop was noted. The Board agreed to discuss their submissions to both the Council and ECan's Annual Plans on Wednesday 16 March at 5.30pm via zoom.

There was some discussion around the effectiveness of a Board submission to ECan compared to endorsing the Council submission. It was noted that ECan's rate rise for the previous year was 18% and this year they were indicating 24% which represented nearly 50% increase in two years.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 8.16PM.

CONFIRMED

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Chairperson

13 April 2022

Unconfirmed

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

**FILE NO and TRIM NO:** BAC-03-114-01 / 220223025061

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

**DATE OF MEETING:** KTCB – 11 April 2022  
RACB – 13 April 2022

**AUTHOR(S):** Vanessa Thompson, Business & Centres Advisor

**SUBJECT:** Town Centre Lighting Concepts and Themes for Rangiora and Kaiapoi

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

  
Department Manager

  
Chief Executive

**1. SUMMARY**

- 1.1. This report seeks Board Member endorsement of the town centre feature concept lighting Designs for Rangiora and Kaiapoi as prepared by Kevin Cawley of Total Lighting Ltd.
- 1.2. Kevin Cawley was selected by the Town Centre Feature Lighting Working Group as the preferred lighting design consultant to provide concepts for feature lighting and decorations for the Rangiora and Kaiapoi town centres.
- 1.3. The concept designs are intended for use in guiding future town centre lighting decisions and funding allocations while also providing guidance for private property and business owners when considering refurbishments or redevelopments.

**Attachments:**

- i. 201130161857 - Concept Lighting Design for Rangiora
- ii. 201130161854 - Concept Lighting Design for Kaiapoi
- iii. 190328045690 – Town Centre Decorations and Lighting Working Group Terms of Reference

**2. RECOMMENDATION**

**THAT** the Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards:

- (a) **Receive** Report No. 220223025061.
- (b) **Note** the appointment of Kevin Cawley from Total Lighting Ltd as the preferred lighting design consultant selected by the Town Centre Feature Lighting Working Group to create feature lighting design concepts for the Rangiora and Kaiapoi town centres;
- (c) **Note** the lighting concept designs for Rangiora and Kaiapoi have been included as attachments (i) and (ii);
- (d) **Note** the estimate lighting budgets included in the concept designs are out of date and are subject to future review when implementing any lighting recommendations from the concept designs;
- (e) **Endorses** the town centre lighting concept designs for Rangiora (Rangiora-Ashley Community Board) and Kaiapoi (Kaiapoi-Tuahiwi Community Board);

and

- (f) **Recommends** that the Council approve the lighting concept designs as a general approach to future town centre lighting upgrades in Rangiora and Kaiapoi.

### 3. **BACKGROUND**

- 3.1. A Town Centre Feature Lighting Working Group including representation from staff and elected members (attachment iii) was established to provide guidance on feature lighting and decorations in the town centres of Kaiapoi and Rangiora. The group noted a requirement for expert lighting design services to help support future lighting decisions in these locations.
- 3.2. In January 2019 Council approved a \$50,000 budget in the 2019/20 year so that a specialist lighting designer could be engaged to explore options around future lighting and associated decorations in the town centres of Rangiora and Kaiapoi. It was anticipated that a long term plan for both lighting and decorations would be developed in conjunction with the Community Boards to ensure a more strategic and consistent approach to lighting design across the town centres.
- 3.3. Consultation within the Town Centre Feature Lighting Working Group resulted in a report being taken to the Community and Recreation Committee in September 2019 asking for the re-allocation of the funds to purchase Christmas decorations and festoon lights, with the remainder of the budget being assigned to a specialist lighting consultant.
- 3.4. The budget for the development of a feature lighting concept design was amended to \$27,439.86. It was anticipated that the concept design/s would provide staff with a detailed cost estimate for a submission to the 2021-31 Long Term Plan to support the future implementation of the design ideas.
- 3.5. A lighting designer scope of works was prepared in February 2022 which identified the need for an overall long term strategy for town centre lighting (street and feature) within the Kaiapoi and Rangiora town centres, while taking in account existing lighting features and previous lighting review findings/recommendations.
- 3.6. Three lighting designer quotes were received in response to the scope of works. Kevin Cawley of Total Lighting Ltd was selected by the Town Centre Decorations & Lighting Working Group as the preferred consultant after an appropriate assessment process.

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

- 4.1. A summary of the lighting concept designs developed by Kevin Cawley (Total Lighting Ltd) for the Rangiora and Kaiapoi town centres include:
- 4.2. Key Concepts for Rangiora:

Location	Concept	Reason
RANGIORA	The overarching objective is a selection of colour temperatures that create a warm, safe, elegant aesthetic and atmosphere. Council should have the ability to control lighting levels to introduce different colours for special events and festivals.	
Boundaries defined as: Rangiora-Ashley Street to Durham Street	All (under) veranda lighting at 2700k illumination <i>Photos 1, 2 &amp; 3 (attachment i)</i>	Perception of warmth, safety on pathways. Better supports window displays by not overpowering window lighting, encourages pedestrians to stop and view displays.
	Heritage light fittings and poles with 2700k illumination	Provides unique character to the town centre and a point of elegance for High Street. Illumination complements the under-veranda

	<i>Photo 4 (attachment i)</i>	lighting. Fittings to be controlled to create different colour combinations making it possible to theme different events and celebrations.
	Road light poles and controllable heads at 3000k illumination (Spunlite Windsor Heritage)  <i>Photo 5 (attachment i)</i>	To align with and complement the existing heritage theme.

#### 4.4 Key Concepts for Kaiapoi:

Location	Concept	Reason
KAIAPOI Boundaries defined as: Hilton Street to Charles Street	The objective is a selection of colour temperatures that create a warm, safe, fresh look and feel. The standout feature is the Williams Street Bridge which would need to be the “star” of the show. Main Street and under-veranda lighting would need to complement the Bridge.	
<b>Williams Street Bridge</b>		
	Bridge balustrades to be illuminated from both sides – the river and pedestrian sides at 2700k.  <i>Photo 1 (attachment ii)</i>	The river side illuminated between the concrete columns will create a warm soft glow. The pedestrian walkway to be illuminated in a gentle wide wash creating inviting wayfinding for pedestrians.
	Illuminate the underside of the Bridge in soft 2700k  <i>Photos 1 (attachment ii)</i>	This will accentuate the Bridge as a focal point in the town centre including its natural structural features.
	Replace lamps in existing bridge pole lights with a retro fit replacement at 3000k  <i>Photo 1 (attachment ii)</i>	To illuminate the roadway.
	Bridge supports at landside in 3000k illumination  <i>Photo 1 (attachment ii)</i>	Additional feature illumination.
<b>Williams Street (between Hilton and Charles)</b>		
	All (under) veranda lighting at 2700k illumination including the library canopy	Perception of warmth, safety on pathways. Better supports window displays by not overpowering window lighting, encourages pedestrians to stop and view displays. For the

	<i>Photos 2 &amp; 3 (attachment ii)</i>	library canopy, the existing fittings would be used and covered by a 2700k gel.
	Road light poles and controllable heads at 3000k illumination  <i>Photo 2 (attachment ii)</i>	To provide more directional lighting that complements existing feature lighting rather than a broad spill which drowns feature lights.
	Festoon lights at 2700k  <i>Photo 2 (attachment ii)</i>	Festoon fittings to be strung between poles across the road; this would require additional poles to be installed which only support the festoon lights. Festoon fittings could support multiple fittings such as lamps, paper lanterns etc. making them useful for events or festival celebrations.
	Replace existing tree pole top lights with turnable white fittings  <i>Photo 3 (attachment ii)</i>	These fittings will render the trees in a natural state and accentuate them in all seasons. The white light should follow the colour temperature of the seasons.

- 4.4. Both concept designs move toward 2700k illumination at the human scale as this provides a nice, warm atmosphere and aesthetic while still providing adequate visibility to ensure pedestrian comfort and safety when walking pathways at night.
- 4.5. The original concept design for Kaiapoi considered lighting upgrades between Hilton Street to Charles Street. However, the upgrades will need to extend to Sewell Street so additional designs/costings for the extended area (along Williams Street between Charles and Sewell) will need to be considered as part of any implementation plan. Previous upgrades to street lights have occurred south of the Williams Street Bridge to Hilton Street, so any upgrades north of the Bridge will consider work already completed to retain (where possible) lighting consistency along the relevant portions of Williams Street.
- 4.6. The concept designs are intended to provide guidance to staff when implementing future lighting changes in the Rangiora and Kaiapoi town centres through a suite of upgrade options. As such, various elements could be implemented in a staged approach across different financial years depending on the desire and budget availability.
- 4.7. A summary of the Next Steps include:
- 4.8. Further engagement with Kevin Cawley is likely as the background preparation for the lighting upgrades is progressed. This could involve further testing of the concept lighting elements to refine these, the development of final detailed lighting designs, and the installation and commissioning of the feature lights.
- 4.9. Additional work will also be completed to incorporate Williams Street Bridge lighting upgrades into the lighting design masterplan and project budget as a result of any balustrade replacement decisions. \$125,000 is currently budgeted for town amenity features and decorations and will be applied generally against Bridge project costs to upgrade the balustrades, lighting and paint job. However, total project costs will well exceed \$125,000 so additional budget will be sought during the next Annual Plan process.
- 4.10. Currently \$500,000 is available (split across 2021/22 and 2022/23) to support street light upgrades in Kaiapoi. It is likely that the 2021/22 budget will be carried across to 2022/23



as no upgrades will be completed in this financial year. As the current budget is anticipated to be used for street light upgrades only and not street feature lights, additional budget may be requested through the Annual Plan process once investigations have been completed and the likely project budget (street and feature lights) noted in more detail. There is some interrelationship with the Williams Street Bridge project where Bridge lighting (the street light component) will also need to be considered within the wider street light upgrade plan for Williams Street and its associated budget.

- 4.11. There is \$750,000 put aside in the 2025/26 Rooding Budget for street light upgrades in Rangiora between East Belt and King Streets. In depth background preparation for any lighting upgrades is likely to occur around that time.

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

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

Designing and illuminating lighting at appropriate levels in the town centres can have a beneficial effect on community members by making them feel safer in public areas.

- 4.12. 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.

The Rangiora and Kaiapoi Promotions Associations may be interested in the proposed concepts (particularly at the point of implementation) so they can communicate any positive changes to town centre businesses and signal any opportunities for increased window display promotion/visibility at night. A copy of the approved designs will be circulated to the Promotions Associations for their reference.

General businesses and property owners in both town centres are also likely to have an interest in the concept designs for the same reasons.

Any impact on businesses or property owners as a result of future upgrades will follow an appropriate communications plan.

#### **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 the lighting upgrades be implemented, the community may respond with increased positivity towards the town centres with their new warm appealing illumination aesthetic and strong sense of visibility/safety for pedestrians at night.

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

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

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

The expenditure estimates from the concept designs include:

- Rangiora Lighting Hardware Costings estimate - \$1,073,388.39 + GST

- Kaiapoi Lighting Hardware Costings estimate - \$196,135.50 + GST

The estimates are for lighting/decoration hardware and don't include installation costs or further lighting designer costs for the detailed designs and project management of the installations including lighting commissioning.

There is budget included in the current Long Term Plan to support town centre lighting upgrades:

Funding Source	Application	Available Budget	Total Budget Allocation
Roading Unit's Minor Improvements Budget	Review/upgrade of street lights along High Street in Rangiora between East Belt and King Street	\$750,000 (2025/26)	\$750,000
Kaiapoi Town Centre	Review/upgrade of street lights in the Kaiapoi along Williams Street (between the Williams Street Bridge and Sewell Streets)	\$500,000 (split across 2021/22 & 2022.23)	\$500,000 Budget code 100243.000.5014

Staff will complete further investigations this year in relation to Kaiapoi town centre changes to understand the total budget required to complete street and street feature light upgrades. A portion of the existing budget is likely to be expended to support these investigations including detailed lighting plans to inform any budget bid. Any significant budget shortfall could be addressed through an additional funding request as part of the next Annual Plan or 2023-24 Long Term Plan process.

The same process is likely to be followed for the Rangiora town centre upgrades, and where detailed preparatory investigations are likely to occur closer to 2025. However, underground cables for street lighting have already been installed for the town centre portion of High Street. This occurred when the original feature lighting that sits in the ground beneath the street trees went in.

If there's a desire to deliver upgrades within existing budgets, then staff would work with Kevin Cawley to determine which areas of the concept design could be omitted to ensure the least impact on the design scheme and its intended benefits.

## 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 not significant risks arising from the adoption/implementation of the recommendations in this report.

## 6.3 Health and Safety

There are not health and safety risks arising from the adoption/implementation of the recommendations in this report. Instead, it is anticipated that the proposed lighting

concepts would create town centre environments that would increase the perception of safety for pedestrians.

## **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**

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

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

- Public spaces and facilities are plentiful, accessible and high quality, and reflect cultural identity.
- The distinctive character of our tākiwa – towns, villages and rural areas is maintained, developed and celebrated
- There is a safe environment for all

### **7.4. Authorising Delegations**

The Community Boards are delegated to represent and act as an advocate for the interests of the Community.

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

**FILE NO and TRIM NO:** RDG-28 / 220324044049

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

**DATE OF MEETING:** 13 April 2022

**AUTHOR(S):** Shane Binder, Transportation Engineer

**SUBJECT:** Request for Time-Restricted Parking at Rangiora Borough School

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

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

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

**1. SUMMARY**

- 1.1. This report seeks approval to establish the following time-restricted car parking on Church Street outside Rangiora Borough School:
- 1.1.1. Establishment of a limited (8:00-9:00am and 2:30-3:30pm school days only) 5-minute parking restriction (P5) on the east side of Church Street, north of the mid-block pedestrian crossing for a length of 18 metres; and
  - 1.1.2. Modification of the existing 24-hour P5 loading zone on the east side of Church Street to be limited (8:00-9:00am Wednesday school days only).
- 1.2. Church Street is a local road in central Rangiora that runs between High Street and Johns Road, providing local access to the Rangiora Borough School, Dudley Park, and the Aquatic Centre. The frontage along the school is presently demarcated for two mobility car parks, a 35m long 5-minute (P5) loading zone, and the remainder is general unrestricted car parking. In the 2020 town centre parking survey, this block of Church Street had parking occupancy of 20-59% during the peak mid-day period.
- 1.3. Rangiora Borough School staff raised concerns around limited kerbside space available during school drop-off and pick-up times, resulting in parents double-parking on Church Street for 5-10 minutes or more during these periods. It was also noted that the existing P5 bus loading zone on Church Street, while technically in-force 24 hours daily, was only used by buses one morning per week and for general car parking at other times. While the day of the week could change in the future, the school principal did not expect that the number of days or time per day would likely be extended in the future.

**2. RECOMMENDATION**

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

- (a) **Receives** Report No. 220324044049;

AND

**RECOMMENDS THAT** the District Planning and Regulation Committee:

- (b) **Approves** establishment of a limited (8:00-9:00am and 2:30-3:30pm school days only) 5-minute parking restriction (P5) on the east side of Church Street north of the mid-block pedestrian crossing for a length of 18 metres.

- (c) **Approves** modification of the existing 24-hour P5 loading zone on the east side of Church Street to be limited (8:00-9:00am and 2:30-3:30pm Wednesday school days only).
- (d) **Circulates** this report to Utilities and Roothing Committee for information.

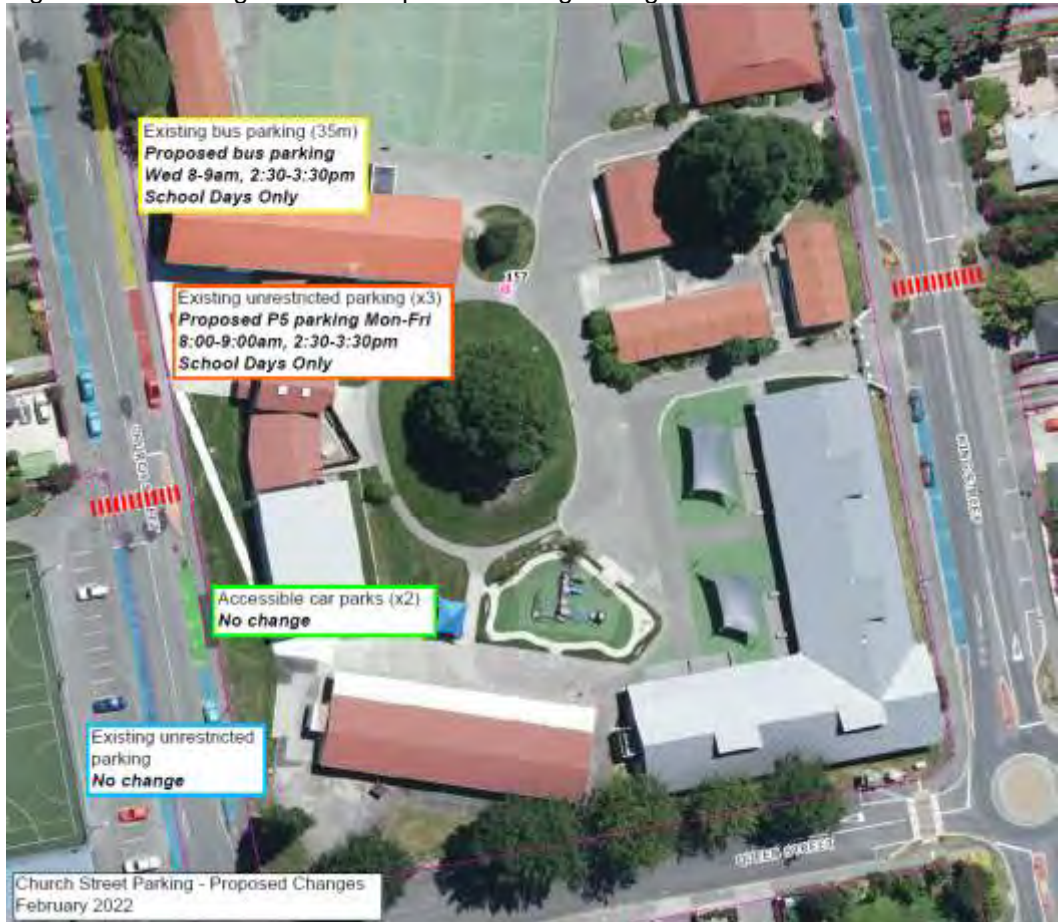
### 3. **BACKGROUND**

- 3.1. Church Street is a local road in central Rangiora that runs between High Street and Johns Road, providing local access to the Rangiora Borough School, Dudley Park, and the Aquatic Centre. Adjacent to the Rangiora Borough School, it has a 12m wide carriageway; there is one controlled zebra crossing between the school and park which narrows the carriageway with a kerb extension on the east side.
- 3.2. The frontage along the school is presently demarcated for two mobility car parks, a 35m long 5-minute (P5) loading zone, and the remainder is general unrestricted car parking. In practice, the P5 loading zone is used by school buses for limited once-weekly school activities. The general unrestricted car parking is typically used for all-day parking related to town centre activities.
- 3.3. In the 2020 town centre parking survey, this block of Church Street had parking occupancy of 20-59% during the peak mid-day period.
- 3.4. Rangiora Borough School serves a catchment covering Rangiora generally between High / Blackett Streets and Johns Road. Students travel to / from the school via foot, bicycle, and parents' vehicles.
- 3.5. The school campus is bordered by King Street on the east, Church Street on the west, and Queen Street on the south. There are two primary gates for students to access the campus, one each from King and Church Streets.
- 3.6. In February 2022, the school contacted Council about the possibility of implementing formal time-restricted drop-off and pick-up space on the school's frontage. Council staff met with the school principal on 8<sup>th</sup> February and observed school pick-up operations, including students leaving school by foot and bicycle, and parents waiting to pick up students in their private vehicles.

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

- 4.1. Rangiora Borough School staff raised concerns around limited kerbside space available during school drop-off and pick-up times, resulting in parents double-parking on Church Street for 5-10 minutes or more during these periods. It was noted that the same condition existed on King Street but to a lesser degree. King Street is a Collector Road with more through traffic, so this may reduce the attraction of double-parking in a through traffic lane.
- 4.2. During the site visit, it was also noted that the existing P5 bus loading zone on Church Street, while technically in-force 24 hours daily, was only used by buses one morning per week for technology classes and for general car parking at other times. While the day of the week could change in the future, the school principal did not expect that the number of days or time per day would likely be extended in the future.
- 4.3. Based on site investigation and consultation with the Rangiora Borough School, it is recommended that the three car parks north of the mid-block pedestrian crossing on the east side of Church Street have a 5-minute time-restriction established during morning (8:00-9:00am) and afternoon (2:30-3:30pm) school periods to accommodate parents who arrive by private vehicle.

- 4.4. Establishment of this time restriction will prove kerbside space for parents to briefly wait for their children instead of double-parking in a traffic lane. The Church Street school frontage is also better suited for this drop-off / pick-up space due to lower through traffic volumes, whereas the King Street school frontage is better suited to prioritise children who arrive by foot or bicycle. This time-restricted zone would cause the loss of five presently-unrestricted car parks.
- 4.5. It is also recommended that the existing 24-hour loading zone be redefined as a bus-only park during Wednesdays, 8:00-9:00am and 2:30-3:30pm only, formalising its use as general parking during all other times. These changes are shown below in Figure One.
- 4.6. Figure One: Existing Site and Proposed Parking Changes



### **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.

- 4.7. 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**

Staff have consulted with the Rangiora Borough School on these proposed changes and they were comfortable with the modifications. It is proposed that the school will update parents as to any parking changes through their established regular communications.

There are no other 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 not likely to be affected by, or to have an interest in the subject matter of this report; the impacts of kerbside management are considered to be localised and minor in nature. It is noted that no public consultation has been carried out with any other businesses or residents on Church Street or the wider community.

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

### 6.1. **Financial Implications**

There are financial implications of the decisions sought by this report. Installation of parking signs and markings will be carried out through the Road Maintenance Contract and is estimated to cost approximately \$500 from the signs renewal budget.

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

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

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

### 6.3 **Risk Management**

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

### 6.3 **Health and Safety**

There are no 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 & 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."

Section 12.4 allows that "a Road Controlling Authority may restrict the parking of vehicles by designating an area of road as a loading zone to which a time restriction may also apply."

### 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:

***There is a safe environment for all***

- Harm to people from natural and man-made hazards is minimised.
- Our district has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.
- Crime, injury and harm from road crashes, gambling, and alcohol abuse are minimised.

***Transport is accessible, convenient, reliable and sustainable***

- The standard of our District's roads is keeping pace with increasing traffic numbers.
- Communities in our District are well linked with each other and Christchurch is readily accessible by a range of transport modes.

### 7.4. **Authorising Delegations**

Per Part 3 of the WDC *Delegations Manual*, the Community Board has the delegated authority to approve traffic control and constraint measures on streets.

Per Part 2 of the WDC *Delegations Manual*, the District Planning and Regulation Committee is responsible for parking enforcement.



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

**FILE NO and TRIM NO:** RDG-28 / 220303029998

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

**DATE OF MEETING:** 13 April 2022

**AUTHOR(S):** Shane Binder, Transportation Engineer

**SUBJECT:** Request for Bus Stop Extension, Ashley Street north of High Street

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

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

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

**1. SUMMARY**

- 1.1. This report seeks approval to extend the existing southbound bus stop on Ashley Street between Burt Street and Ashley Street, into the two carparks to the north.
- 1.2. Ashley Street is a two-lane strategic road in central Rangiora with a flush median and on-street parking on the east side. Two Environment Canterbury (ECan) Metro bus routes – the Nos. 1 and 97 routes – service a southbound bus stop located between High Street and Burt Street. Under current Metro timetables, buses have 2- to 3-minute headways at least nine times daily. Based on the frequency of buses arriving in close proximity, the likelihood of two buses occupying the Ashley Street bus stop is relatively high.
- 1.3. The existing southbound bus stop is marked south of a freight access (with a marked no-parking restriction) for Luisetti Seeds and is 27.2m long including an entry taper (the Luisetti access) and bus box. Regional bus stop standards (Christchurch City Council's *Bus Stop Guidelines*) and national standards (Waka Kotahi's *Guidelines for public transport infrastructure*) suggest a two-bus stop should have a total length of 37-45m.
- 1.4. North of the Luisetti Seed freight access, there are two unrestricted on-street car parks. Parking occupancy was observed through weekly mid-day observations in January and February 2022. On average, the two carparks were ~60% occupied.
- 1.5. A service request has raised concerns around observed conflicts between cars parked in the two upstream carparks and Metro buses manoeuvring into the downstream bus stop. The service request noted incidents of buses side-swiping the front of cars while entering the bus stop and reversing into cars while exiting. ECan does not have any records of collisions or other incidents between Metro bus operators and parked cars at this bus stop but comments from Metro operators suggest awareness of the short bus stop.
- 1.6. Based on site investigation and consultation with Metro bus staff, it is recommended that the existing southbound stop on Ashley Street between High Street and Burt Street be extended north to take up the two existing upstream car parks, to provide safer manoeuvring and queuing space for buses without impacting traffic operations on Ashley Street.

## 2. **RECOMMENDATION**

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

(a) **Receives** Report No. 220303029998;

AND

**RECOMMENDS THAT** the District Planning and Regulation Committee:

(b) **Approves** extension of the existing bus stop on the east side of Ashley Street north of High Street for a length of 10 metres to the north;

(c) **Circulates** this report to Utilities and Roading Committee for information.

## 3. **BACKGROUND**

3.1. Ashley Street is a two-lane strategic road in central Rangiora with a flush median and on-street parking on the east side. Two Environment Canterbury (ECan) Metro bus routes – the Nos. 1 and 97 routes – service bus stops located on both sides of the street between High Street and Burt Street.

3.2. The existing southbound bus stop is marked south of a freight access (with a marked no-parking box) for Luisetti Seeds with the following dimensions, also as shown in Figure One:

3.2.1. Freight access (doubles as bus stop entry): 6.2m

3.2.2. Marked bus stop box: 21.0m

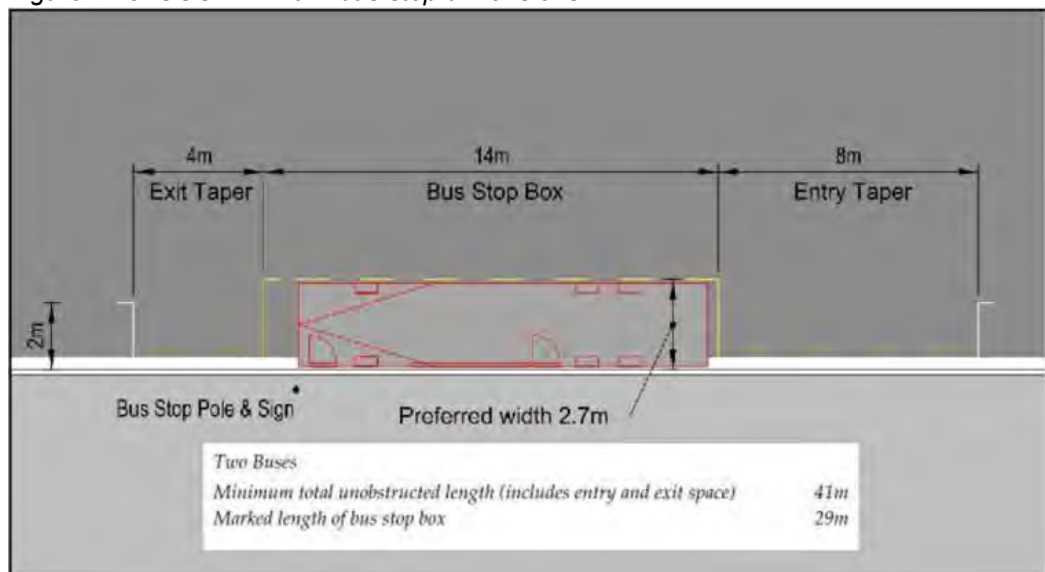
3.2.3. As there is no downstream kerbside use (e.g., on-street parking, kerb extension, or other use that could limit bus manoeuvring), the bus exit is considered to be unconstrained.

*Figure One: Existing bus stop*



- 3.3. Current Metro timetables for the Nos. 1 and 97 buses were reviewed as of March 2022. At present, three times daily the two buses are scheduled to arrive at the bus stop with a 2-minute headway (i.e., the time separation between bus arrivals) and six times daily with a 3-minute headway.
- 3.4. In addition, as this bus stop is a route terminal and as such, buses will park in the marked stop for extended periods between runs. Based on the expected frequency of buses arriving in close proximity, it is considered that the likelihood of two buses occupying the Ashley Street bus stop is high.
- 3.5. Christchurch City Council's *Bus Stop Guidelines* (February 2009) are typically used to set minimum bus stop dimensions across the ECan Metro bus service area. Per section 3.2, the dimensions for a stop serving two buses are as follows, also as shown in Figure Two:
  - 3.5.1. Entry taper: 8.0m
  - 3.5.2. Marked bus stop box: 29.0m
  - 3.5.3. Exit taper: 4.0m

Figure Two: CCC minimum bus stop dimensions



- 3.6. Waka Kotahi's *Guidelines for public transport infrastructure and facilities* (April 2014) provides dimensions for a bus stop serving one bus in Figure 1 (page 18); dimensions for a two-bus stop can be extrapolated from the following, also as shown in Figure Three:
  - 3.6.1. Entry taper: 15.0m
  - 3.6.2. Marked bus box: 15.0m
  - 3.6.3. Exit taper: 9.0m
  - 3.6.4. It is considered that a two-bus marked box would be extended to 30.0m

Figure Three: Waka Kotahi minimum bus stop dimensions



- 3.7. The Luisetti Seed freight access is not presently used and in 2016, the company agreed to Council extending the bus stop across the access, with the caveat that should the access be reopened in the future, the bus stop would be adjusted accordingly. North of the freight access, there are two unrestricted on-street car parks; the car parks, freight access, and bus stop are displayed in Figure Four.

*Figure Four: Existing car parks and bus stop*



- 3.8. Parking occupancy in the two car parks was observed through weekly mid-day observations (when town centre parking occupancy is typically high) for 4 weeks over January and February 2022. For three weeks, one carpark was occupied while both carparks were occupied in the final week. On average, the two carparks were ~60% occupied.

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

- 4.1. A service request has raised concerns around observed conflicts between cars parked in the two upstream carparks and Metro buses manoeuvring into the downstream bus stop. The service request noted incidents of buses side-swiping the front of cars while entering the bus stop and reversing into cars while exiting.
- 4.2. Staff from Luisetti Seeds, which occupies the frontage of Ashley Street adjoining the bus stop, have noted multiple occasions where they have provided statements to insurance companies after witnessing collisions between buses and parked vehicles. Anecdotal evidence from Luisetti staff suggests these conflicts occur at least monthly, and most often when there are two buses at the stop.
- 4.3. A second service request has raised concerns around visibility of pedestrians at the crossing point from southbound traffic potentially blocked by a bus at the stop. There is presently approximately 3.7m between the leading edge of the bus stop and the kerb cut-down. Best practice recommends there should be 6m separation between a bus stop and a pedestrian crossing point.

- 4.4. Environment Canterbury does not have any records of collisions or other incidents between Metro bus operators and parked cars at this bus stop. However, the following comment was made by Metro operations staff:
- 4.4.1. Ideally the 2 [upstream] car spaces could be removed. There are several times where there can be 2 buses at the stop. The second bus generally can't get in parallel and close to the curb, creating a hazard for traffic on Ashley Street which generally is backed up to Burt St.*
- 4.5. ECan has relayed concerns from passengers and bus operators around the number of passengers who miss the route 97 bus because there is not sufficient space at the bus stop for a route 97 bus to fully pull into the kerbside space if a route 1 bus is already in the bus stop. Given the existing frequency of route 97, a passenger who misses one bus must wait a full hour for the next.
- 4.6. As noted above in items 3.2 and 3.4, the existing bus stop entry and marked bus box (totalling 27.2m in length) does not meet the regional or national guidelines for bus stop sizing (recommended between 37.0 and 45.0m), with a shortfall of 10m or more. It is further noted that the existing bus box cannot be extended further south without further impacting sight lines to an existing pedestrian crossing point (as noted in item 4.3).
- 4.7. Based on site investigation and consultation with Metro bus staff, it is recommended that the existing southbound stop on Ashley Street between High Street and Burt Street be extended north to take up the two existing upstream car parks. Extension of this bus stop will provide safe manoeuvring and queuing space for buses without impacting traffic operations on Ashley Street, as well as increasing upstream visibility of the pedestrian crossing point. This extended bus stop would cause the loss of two unrestricted parking stalls which have been observed to have moderate parking demand.

#### **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 changes provide infrastructure to support public transport options that provide alternate forms of travel and safe access for residents within the District.

- 4.8. The Management Team has reviewed this report and supports 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**

Environment Canterbury / Metro Bus is supportive of this change. Luisetti Seeds has been consulted but has not commented on the proposed changes. There are no other groups and organisations likely to be affected by, or to have an interest in the subject matter of this report and no other consultation has been undertaken on this issue.

### **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 kerbside management are considered to be localised and minor in nature. It is noted that no public consultation has been carried out with any other businesses on Ashley Street or the wider community.

## 6. OTHER IMPLICATIONS AND RISK MANAGEMENT

### 6.1. **Financial Implications**

There are financial implications of the decisions sought by this report. Installation of bus stop signs and markings will be carried out through the Road Maintenance Contract and is estimated to cost approximately \$900 from the signs renewal budget.

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

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

The recommendations in this report do have minor sustainability and/or climate change impacts. By improving bus service through safer manoeuvring and improved alignment with the bus stop pad, public transport is made more attractive as a mode.

### 6.3 **Risk Management**

There are risks arising from the adoption/implementation of the recommendations in this report. If the bus stop is extended across the Luisetti Seeds freight access, there is a minor risk that two buses queued at the bus stop could impact on use of the freight access. However, it is noted that this risk already exists with the current configuration.

### 6.3 **Health and Safety**

There are no 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 & 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."

Section 12.4 allows that "a Road Controlling Authority may restrict the parking of vehicles by designating an area of road as a loading zone [for various classes of vehicles, including buses] to which a time restriction may also apply."

### 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 outcome:

#### ***Transport is accessible, convenient, reliable and sustainable***

- The standard of our District's roads is keeping pace with increasing traffic numbers.
- Communities in our District are well linked with each other and Christchurch is readily accessible by a range of transport modes.

### 7.4. **Authorising Delegations**

Per Part 3 of the WDC *Delegations Manual*, the Community Board has the delegated authority to approve traffic control and constraint measures on streets.

Per Part 2 of the WDC *Delegations Manual*, the District Planning and Regulation Committee is responsible for parking enforcement.



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

**FILE NO and TRIM NO:** RDG-28 / 220128010530

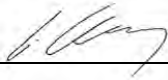
**REPORT TO:** RANGIORA-ASHLEY COMMUNITY BOARD


**DATE OF MEETING:** 11 April 2022

**AUTHOR(S):** Shane Binder, Transportation Engineer

**SUBJECT:** Request for P5 Parking Restrictions outside Rangiora Post Shop

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

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

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

**1. SUMMARY**

- 1.1. This report summarises a review of the car parking demand and supply for the Rangiora Post Shop at 206 High Street, in response to a request from the Community Board to install P5 time restricted parking.
- 1.2. Given the existing parking supply, both on-street and off-street, as well as turnover and demand for the Post Shop, staff recommend that existing parking time restrictions on High Street remain unchanged.

**2. RECOMMENDATION**

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

- (a) **Receives** Report No. 220128010530;
- (b) **Notes** the existing parking supply and demand for the Rangiora Post Shop.

**3. BACKGROUND**

- 3.1. The Rangiora-Ashley Community Board meeting on 14<sup>th</sup> April 2021 included a request to consider short-term time-restricted car parking (e.g., P5) outside the Rangiora Post Shop.
- 3.2. It is noted that a similar concern was raised at the April meeting of the Waimakariri Access Group and passed on to Council.
- 3.3. The Rangiora Post Shop is located at 206 High Street in Rangiora town centre, co-located with a stationary shop on the ground floor. Access to the shop is directly from the street on the south side, and post boxes are located outside this entry. Existing on-street parking in the town centre is time restricted; there are 8 on-street carparks in the same block as the Post Shop with a 60-minute restriction (i.e., P60), shown on the next page in Figure 1.
- 3.4. There is off-street parking immediately behind the Post Shop, accessed via Blake Street; this car park, like the Post Shop building, is privately owned. This car park has three stalls reserved for the Post Shop as well as two mobility carparks, as shown on the next page in Figure 2. The nearest on-street mobility carparks are at the top of Percival Street (70m walk away) and in front of the Council Service Centre (100m walk away) and positioned for easy access to the medical centre and pharmacy.

3.5. Figure 1: On-street car parks, High Street



3.6. Figure 2: Off-street car parks behind Post Shop



- 3.7. In the 2020 Rangiora town centre parking survey (TRIM No. 210825138047), the peak parking occupancy in this portion of High Street was estimated to be over 80%. Based on town centre-wide observations, occupancy was expected to drop off during the remainder of the day, but these were not broken out into specific portions of the town centre.



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

- 4.1. Given the present time-restricted parking supply, reserved mobility car parks, and surveyed parking demand in the vicinity of the Post Shop, staff recommend that the existing time restrictions for on-street parking on High Street remain.
- 4.2. As there are a number of different services provided in the Post Shop and attached store (from banking and postage services to retail), it is perceivable that a short-term P5 time restriction at this location would not be suitable for those patronising this and other retail stores in the area and, as such, a P5 restriction would likely be ignored.
- 4.3. It is noted that this is likely to self-regulate to some degree in that those only stopping for a short time will help with parking turnover along High Street.
- 4.4. It is also noted that parking supply and occupancy in the town centre will continue to be monitored on an annual basis. Based on the results of this regular surveying, the future changes may be proposed to on-street parking on High Street.

##### **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.

These facilities link communities and provide health benefits for all ages by providing opportunities for safe walking & cycling.

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

#### 5. **COMMUNITY VIEWS**

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

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

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

There no 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 not likely to be affected by, or to have an interest in the subject matter of this report; the impacts of time-restricted parking are considered to be localised and very minor in nature. It is noted that no consultation has been carried out with any other businesses on High Street or the wider community.

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

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

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

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

The recommendations in this report do not have sustainability or climate change impacts. It is further noted that, while existing parking supply is considered adequate for the Post Shop, adding short-term parking dedicated to the Post Shop may encourage more driving (and resulting emissions) in place of walking to the Post Shop as part of “trip chaining” (e.g., linking multiple trips together in one with walks between destinations).

### 6.3 Risk Management

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

There is a risk that the parking restriction time is too short and a high level of non-compliance may be experienced.

A short time restriction of P5 increases enforcement and Council enforcement staff would not be able to monitor at the level required to ensure turnover and compliance.

### 6.3 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 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:

#### ***Transport is accessible, convenient, reliable and sustainable***

- The standard of our District's roads is keeping pace with increasing traffic numbers.
- Communities in our District are well linked with each other and Christchurch is readily accessible by a range of transport modes.

### 7.4. Authorising Delegations

Per Part 3 of the WDC *Delegations Manual*, the Community Board has the delegated authority to approve traffic control and constraint measures on streets.

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

**FILE NO and TRIM NO:** RDG-26/ GOV-26-11-06/ 220331048559

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


**DATE OF MEETING:** 13 April 2022

**AUTHOR(S):** Scott Morrow, Rates Officer Property Specialist

**SUBJECT:** Road Naming – 263 Barkers Road, Loburn

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

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

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

**1. SUMMARY**

- 1.1. This report is seeking a decision by the Rangiora-Ashley Community Board to approve a new road name for a rural private Right of Way in Loburn.
- 1.2. The land parcels being developed by way of subdivision under Resource Consent RC205101 are Rural Sections 27682, 35235 & 33408 known as 263 Barkers Road, Loburn.

**Attachments:**

- i. Plan of the subdivision showing the new private Right of Way. (Trim 220331048550)
- ii. Policy for Naming of Roads in the District. (Trim 1207120439907)
- iii. Pre-approved Road Naming List for Rangiora-Ashley. (Trim 150826123911)

**2. RECOMMENDATION**

**THAT** the Rangiora-Ashley Community Board

- (a) **Receives** Report No. 220331048559
- (b) **Approves** the following road name for the private Right of Way created as part of the subdivision of 263 Barkers Road, Loburn.
  1. Fox Lane (Pvt)
- (c) **Notes** the Community Board may replace any proposed names with a name of its choice.

**3. BACKGROUND**

- 3.1. The developer of 263 Barkers Road, Loburn is subdividing the property into 13 new lots and these will be serviced from a new private Right of Way.
- 3.2. All of the 13 lots will have access from the private Right of Way and there is the requirement to allocate a road name in order to assign new property addresses accordingly.

**4. ISSUES AND OPTIONS**

- 4.1. The developer has provided one possible road name for the private Right of Way.

- 4.2. The road name Fox comes from the developer's last name. The Fox family have completed this development and have been in the Loburn district for 30 years. They have also completed other subdivisions over the years in the area.
- 4.3. The developer hasn't provided any alternative names to be considered and have advised that they also will be occupying one of the properties in the development.
- 4.4. According to the Australian New Zealand Addressing Standards a private road, private way, right of way, or access lot needs to be named if six or more addressable sites are accessed off it - or are likely to be accessed off it in the future.
- 4.5. The road type of 'Lane' fits within the guidelines for the Council's road naming policy as the Right of Way is a narrow country roadway.
- 4.6. The name put forward by the developer is similar to an existing road name in the Kaiapoi-Tuahiwi Community Board area.
- 4.7. Whilst the developer has provided their preferred choice for a potential road name, the Rangiora-Ashley Community Board has the option to approve the name as proposed or choose alternative names from the list of pre-approved road names.

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

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

- 4.8. 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 not likely to be affected by, or to have an interest in the subject matter of this report.

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

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

There are not financial implications of the decisions sought by this report. The developer will meet the cost of the new road name blades.

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

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

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

#### **6.3 Risk Management**

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

### 6.3 **Health and Safety**

There are not 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 not a matter of significance in terms of the Council's Significance and Engagement Policy.

### 7.2. **Authorising Legislation**

Local Government Act 1974 sec 319 (1) (j)

7.2.1. The Council shall have power in respect of roads to: name and to alter the name of any road and to place on any building or erection on or abutting on any road a plate bearing the name of the road

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

The Council's community outcomes are not relevant to the actions arising from recommendations in this report.

### 7.4. **Authorising Delegations**

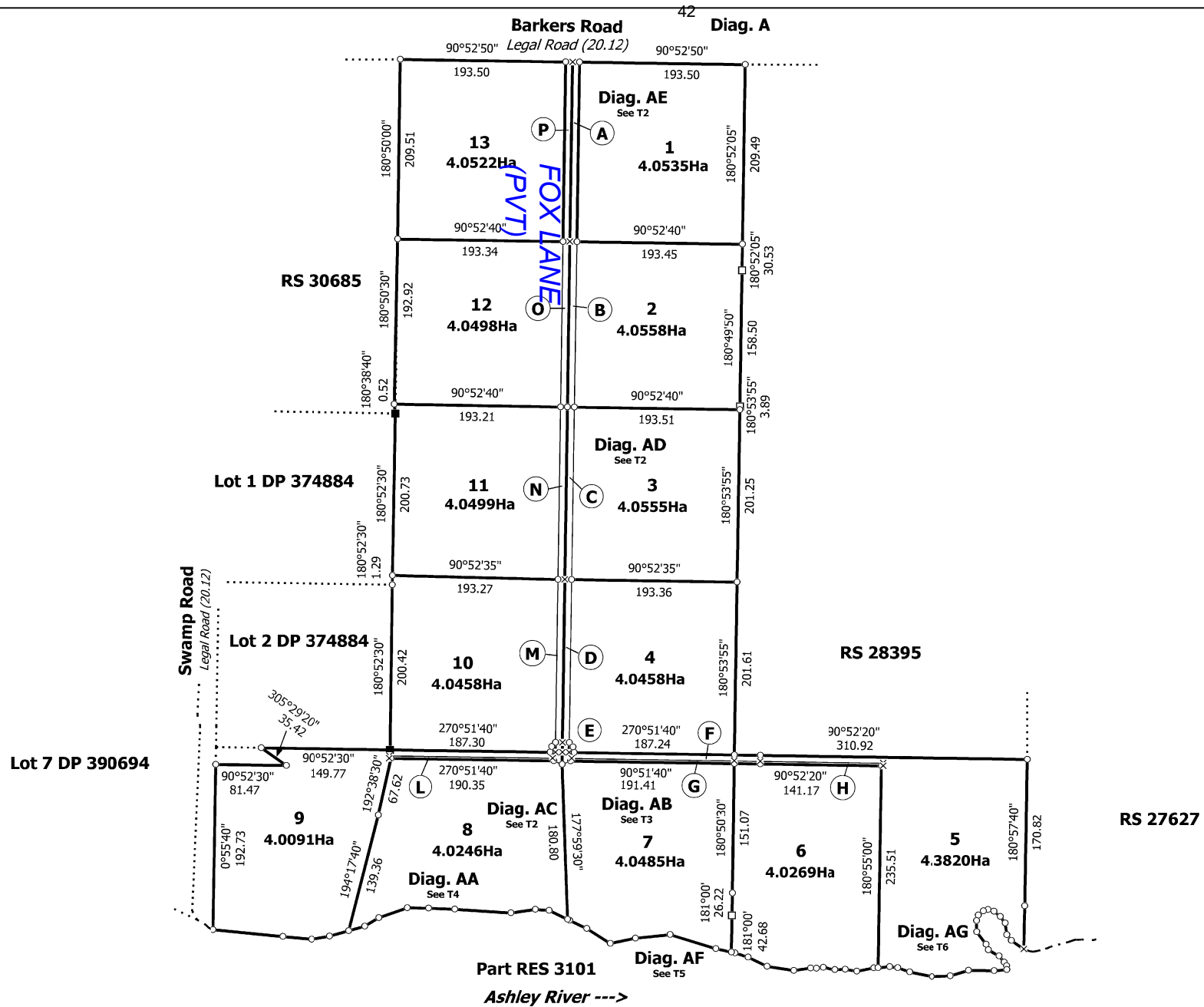
The Rangiora-Ashley Community Board has the delegated power on behalf of the Council to approve the naming of new roads in the area.



Scott Morrow

Rates Officer – Property Specialist

# ROAD NAMING PLAN - 263 BARKERS ROAD, LOBURN



T 1/6

Land District: Canterbury

Lots 1-13 being subdivision of RS's 27682, 33408, 35235

Surveyor: Murray Trevor Scandlyn  
Firm: Scandlyn Surveying Ltd

Title Plan  
LT 569679  
DRAFT

## **POLICY**

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### ***Roads and Streets***

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## **NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY**

### **1 Introduction**

The Waimakariri District Council is responsible for naming (and renaming) roads within its boundaries. Roads are named to reflect the identity of the local area and to ensure ease of identification for the Council, the public and key public and private services such as emergency, postal and courier services.

### **2 Policy Context**

This policy applies where proposed roads and other vehicular accesses are being created either through subdivision development or the formation of existing unformed legal roads and to the naming of existing unnamed roads/vehicular accesses both public and private. This policy should form part of any subdivision design and approval process reference material.

### **3 Policy Objective**

This policy specifies Council's requirements for the naming of roads and vehicle accesses throughout the District to provide a consistent and comprehensive approach to naming of roads in the District.

The Waimakariri District Council is responsible for the naming of roads by the *Local Government Act 1974* section 319(j).

### **4 Policy Statement**

- 4.1 The Council's four Community Boards have the delegated authority for the naming of new streets and roads and altering existing street names within their respective wards.
- 4.2 Re-naming of streets and roads will only be undertaken if the Council considers the change will result in a clear benefit to the community.
- 4.3 Where a street is named for the first time or a street name is altered then the District Land Registrar, the Chief Surveyor, NZ Fire Service, Telecom, MainPower, valuation service provider, NZ Police, Civil Defence, and the Canterbury Regional Council shall be informed of the new name or change.
- 4.4 Where an existing street is extended, the street extension will be the same name as that of the existing street.
- 4.5 All new private roads in the Waimakariri District shall be named in consultation with the applicant, and at the applicant's expense, and relevant road signs shall be suitably annotated "*Private Road*".  
  
All private roads that are to be named, are to have a minimum of four lots with access from the private road.
- 4.6 A new street or road shall not be named the same or similar to a street or road already in existence in the District.
- 4.7 Council's 'List of Approved but Unallocated Road Names'

The list of unallocated potential road names for the Waimakariri District is maintained by Customer Services. Names approved for addition to the List of Approved but Unallocated

## **POLICY**

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### ***Roads and Streets***

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#### **NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY**

Road Names will remain there until they are either allocated to a road or removed as the result of a review of the list.

From time to time a road name may no longer need to be used as two or more roads may be jointed into one road or a road may be permanently closed. In both of these cases, the road name(s) may be put back on the list for potential reallocation, usually for a new or renamed road in the same general area.

The list of Approved but Unallocated Road Names will be reviewed by the Community Boards every six years.

#### **4.8 Naming of streets in new subdivisions:**

The rights of the subdivision developer to promote preferred road names for the subdivision will be taken into consideration, but the decision regarding road names will be made by the Community Boards by applying the clauses of this policy.

#### **4.9 Approval Criteria and Weighting**

The following factors shall be taken into account when selecting street, road or private road names in the Waimakariri District:

- (a) The proposed name has local historical, cultural, environmental or geographical significance - e.g. Torlesse, Boys, Ashley, Cam.
- (b) Maori names of local significance chosen in conjunction with local iwi representatives to ensure appropriateness of meaning and correct spelling.
- (c) Significant and well known or previously well known names of farms, properties or run holdings – e.g. Coldstream, Carleton.
- (d) Names of local residents who have achieved prominence in their chosen fields such as arts, sport, commerce, science, politics, local government, military, etc (e.g. Kippenberger, Kirk), or who have been long term residents.



## POLICY

### Roads and Streets

#### NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY

##### 4.10 Road Type

The road type should be one that most accurately reflects the type of roadway that is being named. The list below should be used where appropriate, however, this list is not exclusive – refer to AS/NZS 4819:2011.

*Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Alley	Aly	Usually narrow roadway in a city or town.	√	√	
Arcade	Arc	Covered walkway with shops along the sides.			√
Avenue	Ave	Broad roadway, usually planted on each side with trees.	√		
Boulevard	Blvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	√		
Circle	Cir	Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.		√	
Close	Cl	Short enclosed roadway.		√	
Court	Crt	Short enclosed roadway, usually surrounded by buildings.		√	
Crescent	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare.	√		
Drive	Dr	Wide main roadway without many cross-streets	√		
Esplanade	Esp	Level roadway along the seaside, lake, or a river.	√		
Glade	Gld	Roadway usually in a valley of trees.	√	√	
Green	Grn	Roadway often leading to a grassed public recreation area		√	
Grove	Grv	Roadway that features a group of trees standing together.		√	
Highway	Hwy	Main thoroughfare between major destinations.	√		
Lane	Lane	Narrow roadway between walls, buildings or a narrow country roadway.	√	√	√
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	√		
Mall	Mall	Wide walkway, usually with shops along the sides.			√
Mews	Mews	Roadway in a group of houses.		√	
Parade	Pde	Public roadway or promenade that has good pedestrian facilities along the side.	√		
Place	Pl	Short, sometimes narrow, enclosed roadway.		√	
Promenade	Prom	Wide, flat walkway, usually along the water's edge.			√
Quay	Qy	Roadway alongside or projecting into water.	√	√	
Rise	Rise	Roadway going to a higher place or position.	√	√	
Road	Rd	Open roadway primarily for vehicles.	√		
Square	Sq	Roadway which generally forms a square shape, or an area of roadway bounded by four sides.	√	√	
Steps	Stps	Walkway consisting mainly of steps.			√
Street	St	Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides.	√		
Terrace	Tce	Roadway on a hilly area that is mainly flat.	√	√	

## POLICY

### *Roads and Streets*

#### NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY

Road Type Cont...	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Track	Trk	Walkway in natural setting.			√
Walk	Walk	Thoroughfare for pedestrians.			√
Way	Way	Short enclosed roadway.		√	√
Wharf	Whrf	A roadway on a wharf or pier.	√	√	√

*\*AS/NZS 4819:2011 Appendix B, Road Types – New Zealand*

#### 5 Links to other policies and community outcomes

This policy should be read in conjunction with:

- 5.1 *Local Government Act 1974 s319(j).*
- 5.2 AS/NZS 4819:2011 Geographic information – Rural and urban addressing.
- 5.3 Community Outcome:

*There are wide ranging opportunities for people to contribute to the decision-making by public organisations that affects our District.*

- *Public organisations make information about their plans and activities readily available*
- *Public organisations make every effort to accommodate the views of people who contribute to consultations*

- 5.4 Waimakariri District Council, District Plan, Chapter 38, Road Names.

#### 6 Adopted by and date

This Policy was approved by the Council's Resource Management and Regulation Committee and subsequently adopted by the Council on 2 April 2013.

#### 7 Review

Review every six years or sooner on request.

## Master List of Pre-Approved Rangiora Road Names

13 March 2018

Pre-approved Road Name	History
<b>Blundell</b>	Devon locality – associations with Strong family.
<b>Borrell</b>	Prominent in netball. One of first two women councillors. (Full name Win Borrell)
<b>Breach</b>	Early farmers in south Rangiora.
<b>Duffell</b>	Family had owned land in various parts of the District from 1850 and had a long association with Rangiora
<b>Galloway</b>	John Galloway, teacher at Rangiora High School 1930's-1960's and local golf identity.
<b>Gerard</b>	<del>MP Rangiora 1984-96, Waimakariri District Council Mayor 2001-2007.</del>
<b>Gilsenan</b>	Gilsenan family resided in the northern West Belt area.
<b>Hickmott</b>	<del>Brothers, one a fruiter, the other a chemist, built the shops on the corner of High and Victoria Street in 1929, family prominent in the Brethren Church. Hickmott Street used in Rangiora.</del>
<b>Horoeka</b>	Native plant (Lancewood)
<b>Horton</b>	Husband prominent in Salvation Army. Wife Ivy (nee Geddes) centenarian.
<b>Hunnibell</b>	Early bootmaker.
<b>James Seed</b>	Ran flax mill, general store in Southbrook. Ropemakers.
<b>Joyce McIvor</b>	<del>1992 – Soroptimists including international office, national executive of National Council of Women, Citizens Advice Bureau, North Canterbury Hospital Board. McIvor Place used in Rangiora.</del>
<b>Kahikatea</b>	Native plant that grows in district. (White Pine)
<b>Koromiko</b>	Native plant that grows in district. (Hebe)
<b>Laird</b>	Coalman
<b>Lane</b>	Mayor 1921. (Full name Frederick Lane)
<b>Langley</b>	(Doris) Business women (well known dairy). Many years service to Photographic and Early Records Societies.
<b>Les Farr</b>	Mayor 1961-1971.
<b>Loffhagen</b>	Long time residents of the ward
<b>Luisetti</b>	Grain merchant, councillor.
<b>Phyllis Hollow</b>	Senior Mistress RHS when Nursery School established in 1938.
<b>Relph</b>	Mayor 1905-1908.
<b>Robinson</b>	Early settler. Son builder of several early High St buildings.
<b>Rowland</b>	Long-time resident. Long involvement in sport and community groups. (Full name Colin Rowland). <i>Do not use with "street" to avoid adding of "s".</i>
<b>Sansom</b>	On Rangiora Borough Council from 1888 to 1914 and Mayor three times: 1892-1894, 1901-1902 and 1912-1914.
<b>Schluter</b>	Local farming family who gifted Hagen Reserve
<b>Sheehan</b>	Involved with Returned Service Association
<b>Shrimpton</b>	<del>Early settlers, set up newspaper in Canterbury, landowners in Rangiora and Waikuku. Gave land for St Johns Church. Many family associations with the district. Shrimpton Avenue used in Ravenswood, Woodend.</del>

<b>Skilling</b>	Early blacksmith, later engineers.
<b>Smit</b>	First carpenter in Rangiora based in Bush Street (Robert Smit)
<b>Strong</b>	Early landowner north Rangiora – church & music associations.
<b>(Trevor) Inch</b>	Mayor 1986-1995. Chairman Rangiora County/District, first Mayor of Waimakariri. <i>(NOTE at family request name to be used on north side of Kippenberger Avenue.)</i>
<b>Tiverton</b>	Devon locality – associations with Strong family.
<b>Toombs</b>	Matron of private nursing home, midwife, worked with Dr Will.
<b>Tutton</b>	<del>Grain merchants, later flour millers.</del> <i>Tutton Mews used in Rangiora.</i>
<b>(Ursula) Bethell</b>	Important early 20 <sup>th</sup> century NZ poet, childhood in Rangiora, buried Church of England Cemetery
<b>Walter Cate</b>	Walter Cate worked at Farmers Grain Store and daughter Dorothea was High School Secretary
<b>Whitehouse</b>	Whitehouse Bakery in Rangiora run by the Lewis family

**Disclaimer:** All names submitted to the Rangiora Road and Reserves Naming Committee for consideration are received in good faith. The Committee does not check spelling or history details. Errors will be accepted and corrected where possible.

**Please note** Synthetic (made-up) names are not considered acceptable or aligned to the principles of the Road Naming Policy.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** GOV – 26 – 11 – 06 / TRIM 220331048618**REPORT TO:** Rangiora - Ashley Community Board**DATE OF MEETING:** 13 April February 2022**AUTHOR(S):** Tori Stableford, Landscape Architect**SUBJECT:** Townsend Road Reserve development**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)

Department Manager



Chief Executive

**1. SUMMARY**

- 1.1. The purpose of this report is to request approval for Council staff to carry out consultation on the proposed Concept Plan with residents within a 500m radius of Townsend Road Reserve. If approved, the feedback from this consultation along with an updated Concept Plan would later be presented to the Rangiora –Ashley Community Board for approval.
- 1.2. Townsend Road Reserve, is an area set aside by the developer and Council for a reserve within the new Townsend Fields subdivision, Rangiora. The reserve is located next to a Stormwater Management Area and the Rangiora Water Reservoir.
- 1.3. There is approximately \$350,000 allocated to develop Townsend Road Reserve from the Land Development Neighbourhood budget. The budget was allowed for the 21/22 financial year however due to staff capacity the budget will be carried forward to the 22/23 financial year for implementation of the plan.
- 1.4. Staff carried out consultation with around 30 children from the nearby Te Matauru School seeking guidance on what play equipment primary school aged children in the area would like to see incorporated in to a new playground. Based on this feedback and Council's Neighbourhood Reserve Level of Service, Staff have developed a Concept Plan for this space. The next step in this process is to undergo consultation with the community.
- 1.5. The Concept Plan is largely based around nature play. Nature play was a strong interest requested through consultation with Te Matauru School and also meets the rural and ecological design objectives of the Townsend Fields Subdivision.

**Attachments:**

- i. Summary of feedback from Te Mataura School (TRIM 220401049218)
- ii. Townsend Road Reserve Concept Plan – Reserve (TRIM 220331049151)
- iii. Townsend Road Reserve Concept Plan – Playground (TRIM 220331049150)

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

- (a) **Receives** Report No. TRIM 220331048618.
- (b) **Notes** that there is currently \$350,000 allocated to the development of Townsend Road Reserve, from the Land Development – Neighbourhood budget.

- (c) **Approves** public consultation be carried out on the Townsend Road Reserve Concept Plan, shown in attachments ii and iii (Reserve and Playground) (TRIM 220331049151 and 220331049150) for the development of Townsend Road Reserve.
- (d) **Notes** that the Utilities and Roading Department are still finalising the exact location of the cycle path linkage to Pentecost Road.
- (e) **Approves Greenspace** staff the discretion to relocate the cycle path linkage within the Concept Plan prior to consultation if required based on feedback from the Utilities & Roading department.
- (f) **Notes** Following consultation staff will bring a revised Concept Plan to the board for approval, this plan will take in to account consultation feedback and the current construction costs which currently have a high level of unpredictability. Should either of these lead to major changes in scope this will be included in this report.

### 3. **BACKGROUND**

- 3.1. Townsend Road Reserve is located within Townsend Fields Subdivision on the corner of Goldie Drive and Townsend Road, Rangiora. Townsend Road Reserve is currently an empty section of land adjacent to a recently developed Stormwater Management Area and the Rangiora Water Reservoir. Prior to the development of Townsend Fields Subdivision the site held a rural zoning.
- 3.2. There is approximately \$350,000 allocated to develop Townsend Road Reserve from the Land Development Neighbourhood budget for the 21/22 financial year. Due to staff capacity within the Greenspace team the budget in its entirety will be carried forward and the reserve developed within the 22/23 financial year.
- 3.3. As part of the subdivision development process, Council identified that a Neighbourhood Reserve must be included within the new subdivision to provide appropriate recreation opportunities for the local community. A basic Concept Plan for Townsend Road Reserve was created by the developer on the agreement that one would later be developed by Council's Greenspace staff.
- 3.4. The design of Townsend Fields Subdivision sought to give reference to the rural origins of the land it is developed upon and to enhance the ecological qualities of the site. This design intent is evident in the built subdivision through the inclusion of wide storm water swales including native plantings and a network of pathways leading to the wider rural area.
- 3.5. The names of the streets within Townsend Fields Subdivision are unique in that they are named after artists with a connection or reference to the Canterbury region. This is an interesting feature of the subdivision and one that can also be carried through in the design of Townsend Road Reserve.

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

- 4.1. Council's Play Space and Toilet Strategies provide guidelines for the Level of Service that a Neighbourhood reserve would normally provide. These guidelines include a Playground Space (medium / local catchment), a single cubicle toilet, a basketball half-court, reserve footpaths, park furniture, shade, amenity landscape gardens, bollard fencing (and 3m wide service access), drinking fountain, and litter bin.
- 4.2. There are few playgrounds in the South Western area of Rangiora, with the closest Council owned playgrounds being Acacia Avenue Reserve and Southbrook Park. Council's Play Space Strategy suggests that Local Catchment Neighbourhood Reserves prioritise play

provision for pre-school and young primary age children. The reason for this being that these reserves are typically within walking distance and can be reached by younger children and parents with younger children within that area. Southbrook Park is the closest playground to the Townsend Fields Reserve area with an approximate walking time of 15 minutes. This distance is considered too far for young children and parents with younger children to travel easily to and therefore a playground is required within the Townsend Field Subdivision.

- 4.3. Te Matauru School is the closest school to this development and located less than 500m away from Townsend Road Reserve, along Townsend Road. The school has recently been established and therefore has an extensive and new playground that offers a range of climbing equipment, swings, basketball courts and a crusher dust cycle loop. Given the close proximity of the school to Townsend Road Reserve, staff are looking to ensure that there is not a replication of equipment at the school within Townsend Road Reserve, to ensure that there is a variety of play options in the area.
- 4.4. In November 2021, staff visited Te Matauru School seeking guidance on what play equipment primary school aged children in the area would like to see incorporated in to a new playground. Around 30 students of mixed ages attended a brainstorming session accompanied by the School Principal. The children were shown large boards with images of different types of play equipment in order to gain feedback on preferences. The panels grouped play equipment in to the following categories; Nature play, Balance & Bounce, Swing, Spin & Move, Slide and Climb. The children were then given three coloured dots and asked to place a dot on the image of their top three types of play. There were some clear results for the most popular play equipment, these being;
1. Nature play
  2. Trampolines
  3. Flying fox
  4. Large slide
  5. Spinning element
  6. Swings (specifically a nest swing)
- 4.5. To gain as much insight as possible in to primary school aged children's preferences at playgrounds the following questions were also asked of the children;
- What is your favourite playground to use / play equipment?
  - What puts you off using some playgrounds?
  - What else should we include in a playground that isn't a play item?
- 4.6. The children noted their favourite playgrounds to be Amberley playground, Pegasus playground, Margaret Mahy playground, Kaiteriteri playground, and noted a Mouse Wheel as an item of play they really enjoy. Staff have visited Amberley playground, Pegasus and Margaret Mahy playgrounds and noted the positive play attributed that these playgrounds offer. These playgrounds are all very different, however the successful elements of each can be incorporated in to the design of Townsend Road Reserve. While a mouse house is a well-liked piece of play equipment staff note that there is one located at Trousselot Park, Kaiapoi. Although staff note that a mouse house would be well used, they suggest

developing Townsend Road Reserve with play equipment and other play opportunities that are unique to the reserve and more cohesive with a nature play focus.

- 4.7. In answering the question on what elements the children most dislike in a playground the results were; Hot metal slides, very small slides, not enough play equipment, and no lights or rubbish bins. Staff have considered and included these suggestions when developing the proposed concept plan and are discussed throughout this report. Lighting is above the Level of Service supported by Council for Neighbourhood Reserves due to use requirements and their overall cost.
- 4.8. The children also noted that they would like to see a mini forest, drinking fountain, rubber play surface, toilets, picnic tables and seats, and walking tracks, incorporated in to the reserve. Due to prohibitive costs rubber safety surfacing can only be used in localised areas of the playground to support accessibility. All other design ideas suggested have been included within the concept plan and are discussed in detail later in this report.
- 4.9. Other play item outside of those shown on the panels were also requested during this consultation exercise. The additional play / recreation items requested with more than 5 requests each were a pool, basketball court, pump track, hedge maze, spa and goal posts. Due to this request and the Neighbourhood Reserve Level of Service a half basketball court has been included in to the proposed concept plan. The other items cannot be included in the reserve as they are outside the Level of Service and the cost cannot be met within the project budget. However as noted later in this report due to the size of reserve a significant concrete and asphalt path network has been incorporated in to the concept plan which may serve as informal bike or scooter tracks. Similarly, while a hedge maze cannot be included due to Crime Prevention Through Environmental Design (CPTED) reasons, a sensory garden with maze like play opportunities has been included in the concept plan. These design elements are discussed later in the report.
- 4.10. Based on the feedback from the consultation with the children of the Te Matauru School and the Level of Service required in Councils Play Space Strategy and Toilet Strategies, staff developed a Concept Plan for Townsend Road Reserve. The Concept Plan includes a nature based playground, a single bay toilet, a half basketball court, a path network, a sensory garden, and two grass areas for picnics and informal games.
- 4.11. The proposed playground concept has a nature based play focus, with the inclusion of some formalised play equipment. Nature play was an element to the playground requested by most children during consultation with students at Te Matauru School, along with an indication that a range of playground equipment was also important. A playground with a natural look would also be in keeping with the design vision of the Townsend Fields Subdivision. The materials used within the proposed playground would be of wooden construction where possible, included the formalised play equipment. During consultation it was noted that the school children dislike the use of bark in playgrounds. Due to the prohibitive costs of rubber safety surfacing staff are only able to use rubber matting in isolated areas where required.
- 4.12. The play equipment identified by the children of Te Matauru School as being the most popular were; Trampolines, a flying fox, a large slide, a spinning element, and a nest swing. Staff have considered the merits of trampolines as there are currently no trampolines in any of the Districts playgrounds. Although trampolines are a popular piece of equipment staff have concerns over the high purchase and maintenance costs. Trampolines typically require grouping of more than one and a large physical area for placement. For these reasons trampolines have not been included in to the proposed Concept Plan. An area of formalised play equipment is located centrally in the Concept Plan, the play equipment includes; A spinner, a large slide, a smaller slide for younger children, two rockers, and varied swings including a nest swing.



- 4.13. Although rockers and a small slide were not requested by the children of Te Matauru School and the children raised concerns around equipment that is too small, Councils Play Space Strategy supports the inclusion of play elements for pre-school aged children in Neighbourhood Reserves. Pre-school aged children would also have the opportunity to use the variety of swings included and the nature based play items discussed later in this report.
- 4.14. A feature of the central play area is an earth mound to enable placement of the large slide requested through consultation with the school children. The detailed design of this mound would be developed were the idea supported by the Board and by community through consultation. Staff are considering the merits of a rubber matting surface over the mound compared to a more natural surface of grass, terraces, boulders and planting, with the intent of gaining as many play opportunities from the space as possible.
- 4.15. Adjacent to the playground staff have suggested a crusher dust surfaced area featuring a pre-cast concrete 'natural arts table' in keeping with the celebration of art within the Townsend Fields Subdivision. The table would include built in moulds in a variety of shapes and forms where children can collect natural elements such as leaves, flowers, acorns etc. from the Reserve and bring them back to create natural art. Paper rubbings could be taken from the bark of large specimen trees with a variety of bark textures once they are established however until this time, matching bark textures would be found imprinted into the concrete surface of the art table. The 'natural arts table' would not only provide a creative outlet for children but also provide a meeting space for children and link children to their environment, endorsing care and ownership of their local space.
- 4.16. A shallow swale is proposed through the centre of the playground space delineating the more formalised play equipment area to an area of more natural play space. The play opportunities within the natural play space would include such things as a ground level 'tree house', logs, boulders, plantings, and 'loose play' elements for children to build their own creations. The intention of the swale is to collect water from the playground and also to allow a messy play option for children. The swale would be planted in wetland type plants incorporating rock boulders and small stones, all elements which encourage creative play. Staff anticipate working on the project with the Greenspace team ecologists to create a trail of images along the rocks in the swale which reference local flora and fauna that children can keep an eye out for.
- 4.17. Foot bridges from the 'natural arts table' space and playground lead to a sensory garden area. The concept for the sensory garden includes rambling paths and informal seating amongst planting varied in colour, scent and texture which changes seasonally. The sensory garden allows a space for children to explore and pick flowers and collect leaves and seeds before returning to the 'natural arts table' to make a creation. The sensory garden would be a peaceful space which can also be enjoyed by people of all ages. As discussed earlier in the report some children of Te Matauru School requested a hedge maize. This cannot be accommodated due to CPTD principals, however the sensory garden would have an ever-changing path network as a result of seasonal plant growth and would give similar play opportunities. Sensory gardens also add another level of accessible play for those who have impaired vision or hearing.
- 4.18. Townsend Road Reserve is a large space and therefore requires a significant path network for circulation in and around the reserve. The Concept Plan includes a 2.5m wide cycle path from the NW corner of the reserve at Goldie Drive to the southern boundary of the SMA area exiting at Pentecost Road. The purpose of this cycle path is to connect residents of the Townsend Fields Subdivision to the District Cycle Network which runs along Pentecost Road, East of the SMA area. Council's Utilities and Roading department are currently investigating the best alignment for the cycle path through the reserve which means the path alignment may be altered in the Concept Plan. There is the possibility that

this may occur prior to consultation however were the plan to be circulated for community consultation as it currently exists the community feedback would be valuable in this decision making process. Staff are working with Utilities and Roading to determine the exact layout and cost split of this pathway.

- 4.19. A pedestrian link path is proposed at the Southern end of the reserve, linking to the subdivision path network across Townsend Road. Low shrub and avenue tree planting is proposed along this footpath to link to the subdivision's greenbelt plantings. The footpath would encourage access in to the reserve and allow for a loop walk through the reserve and back across Townsend Road.
- 4.20. An asphalt footpath is proposed around the edge of the playground, linking back towards the toilet block and the resting / meeting space behind the toilet. While the paths would be flat and at ground level, they offer an opportunity for use as a bike tracks around the perimeter of the playground and reserve. All of the proposed footpaths within the reserve would be of a surface and width suitable for use by children on bicycles and scooters as well as footpaths. Staff note that there is a small crusher dust loop bike track on the grounds of Te Matauru School which includes some obstacles and do not suggest replicating this play element with the school being at such close proximity, instead the paths within the reserve may act as an additional part of a bike 'journey'.
- 4.21. Council's Toilet Strategy suggests that a Neighbourhood Reserve of this size should include a single bay unisex toilet. The toilet is suggested in the shown location of the reserve due to the service gravity fed requirements. Staff suggest that the toilets are clad in materials of a natural appearance supporting existing material use in the subdivision. Staff suggest the best location for toilet access is on the eastern side of the toilet block enabling visibility towards the toilet door to both users of the playground and from Goldie Drive. The hardstand area to the south of the toilets acts as a meeting spot that the reserves network of paths would lead to, and includes a planting area, bench seats, a drinking fountain and a litter bin.
- 4.22. Council's Play Space Strategy suggests the inclusion of a half basketball court in a Neighbourhood Reserve of this size. The Concept Plan includes a half basketball court located in the North Eastern corner of the reserve adjacent to the proposed cycle path and the Stormwater Management Area. The Concept Plan includes an associated low wall and bench seat with informal seating for the half basketball court, with a planting area behind.
- 4.23. The Concept Plan includes a grass picnic area with shade trees and picnic tables behind the proposed toilet, allowing a space for families to gather while using the facilities of the reserve. Larger grass areas would be retained around the built area of the reserve allowing spaces for families to use for informal games and sports. The Concept Plan also includes a picnic table and shade tree at the Southern boundary of the reserve, the separation from the central play space by a footpath lends itself to a peaceful and more private resting spot.
- 4.24. A variety of large specimen trees are suggested in the Concept Plan. The intent of the trees is to create natural shade for users of the playground and to form a natural wooded feel to the reserve. The tree species would be both evergreen and deciduous and chosen for variety in texture and form of the bark, leaves and seeds.
- 4.25. Councils Neighbourhood Reserve Level of Service requires a bollard and wire fence around the perimeter of the reserve which has been included in the concept plan.

### **Implications for Community Wellbeing**

- 4.26. There are implications on community wellbeing by the issues and options that are the subject matter of this report. There is a positive benefit to local children when play spaces are installed. Play is an important part of a child's development as it builds imagination and creativity, fosters cognitive growth (for healthy brain development), delivers well-being benefits (can help reduce anxiety and boost joy and self-esteem), improves literacy (socialising and by observing others), encourages greater independence and promotes physical fitness. The development of this space also allows a functional, inviting and safe space for parents and care-givers to utilise at the same time.
- 4.27. 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. As per our standard procedure, a project brief will be provided to the Rununga through Mahaanui Kurataiao as part of the consultation process.

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

- 5.3. The local school community are likely to have an interest in the subject matter of this report. In November 2021, staff met with students from Te Matauru School. This school is the closest to the new Townsend Fields playground site. The students and Principal were very supportive of being involved in the development of this space and were also interested in helping with a celebration once construction is completed. (Refer to attachment i, for a summary of the feedback from the school).

### **5.4. Wider Community**

- 5.5. The wider community is likely to have an interest in the subject matter of this report, as there will be families with children or grandparents who look after children in the area, or those who want to use the space for other recreational purposes. It is expected that they will have an interest in how this space is developed for their needs.
- 5.6. No specific consultation has been undertaken with the wider community to date regarding the development of this plan and the recommendations would allow staff to understand their views and ideas on the current proposal through community consultation. It should be noted that the developer has the playground location on their website, so those who have purchased a section or who have an interest in purchasing sections will have an awareness of this project.

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

### **6.1. Financial Implications**

As discussed in section 1.3 of this report, there is \$350,000 allocated to the development of Townsend playground, from the Land Development – Neighbourhood budget. This budget comes from development contributions. While there is no financial implications of the recommendation to undergo consultation. There is a risk that this will create community expectation that something of similar scale and play benefit will be provided within this reserve. As there is budget allocated and the current design is within this, staff do not believe that this will be an issue.

Following consultation staff will develop a revised Concept Plan which will take in to account consultation feedback and the current construction costs which have a high level of unpredictability. Should these costs change and lead to major changes in scope being required there is a contingency budget available otherwise staff would need to reduce the scope, this will be included in the report for Concept Plan Approval at that stage.

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

The recommendations in this report have minimal sustainability or climate change impacts. We have worked with local (NZ) play equipment suppliers, the equipment currently proposed is predominately manufactured in New Zealand rather than imported from other countries. Some components may not be available locally and is imported as part of the manufacturing process. Celebrating natural play is a great way to encourage children to use the things around them for play rather than relying on formal/designed elements which need materials and energy to create.

### 6.3 Risk Management

There is a risk that consultation feedback may show that the public are not supportive of particular aspects of the plan. Staff will take this into account and adapt the plan where practical to suit the results of the feedback received and will provide a summary of all feedback to the Board along with the revised plan for consideration.

### 6.4 Health and Safety

There are health and safety risks arising from the implementation of the recommendations in this report. The implementation of this draft landscape plan will require work to be undertaken within Council reserves (and/or Road Reserve) and in particular holes being dug and the use of tools and machinery. If approved, staff would require any contractors to be Sitewise approved and to submit an appropriate health and safety plan (Site specific Safety Plan - SSSP). This would need to be approved by the project manager prior to construction beginning on site.

## 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

- Building Act (in relation to regulations around the development of this site)
- New Zealand Standards 5828.2015: Playground equipment and surfacing

### 7.3. Consistency with Community Outcomes

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

- There is a wide variety of public places and spaces to meet people's needs.
- There are wide-ranging opportunities for people to enjoy the outdoors.
- The accessibility of community and recreation facilities meet the changing needs of our community.

### 7.4. Authorising Delegations

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

## Townsend Fields – playground development

On 11 November 2021 staff visited students at Te Matauru School, to talk to them about an upcoming playground development in the area. There were around 30 students of mixed ages, who were accompanied by their School Principal.



*Tori introducing the project to students*

Staff welcomed the students and introduced themselves and explained what the project was, where the playground will go and why we needed their help.

### Student Activities

- Sticky dot voting – large boards were provided with images of different types of play (nature play, balance & bounce, swing, spin & move, slide and climb). They were then asked to place three coloured dots, on their top three types of play they would like to see in the playground. This is a really effective way of getting a visual snap-shot of the most popular play activities.



*Students completing the dot voting exercise*

- Group question work – the students were split into three groups, where there were large post-it note pads with three different questions for them to answer.
  - What is your favourite playground to use?
  - What puts you off using some playgrounds?
  - What else should we include in a playground that isn't a play item?



*Group work with the students to answer the questions*

Each group then rotated around, so that everyone was able to answer all of the questions and read what other people had written.

- Tick voting – groups then visited all of the questions for a final round, and then ticked the comments that they agreed with the most.

### Sticky dot voting results

What became visually clear from the dot voting, was that the most popular types of play included:

- Nature play
- Trampolines
- Flying fox
- Large slide





Results of the dot voting exercise with students

### Group question results

1. What is your favourite playground to use?

Comment	No. of ticks supporting
Amberley Playground	4
Pegasus playground	2
Margaret Mahy – concrete pump track	2
Trousselot Park Kaiapoi – mouse wheel	2
Kaiteriteri Playground	2
New Brighton playground by beach – xylophone / splash pad	1
McDonalds Playgrounds	1
Waikuku Beach – big flying fox	0
Invercargill St Johns Girls School playground	0
Merrin School playground	0
Te Matauru Primary School playground	0
Hokowhiti Primary School Palmerston North playground	0
Waihopai School Invercargill playground	0
Woodend Playground	0

Images of the top 5 playgrounds / play equipment:



2. What puts you off using some playground?

Comment	No. of ticks supporting
Hot metal slides	15
The super small slide	9
Not enough equipment	5



No lights and no rubbish bins	5
Bark	3
Plastic	3
Sandpits	2
When there's no shade	2
Not for our age group	2
Too open and no shelter	1
Too small	1
No chain nets on hoops	1
Seagulls	1
Disgusting toilets	1
Where it is	1
Climbing walls that you can't climb	0

3. What else should we include in a playground that isn't a play item?

Comment	No. of ticks supporting
Mini forest (for shade) with treehouse	6
Drinking fountain	5
Rubber play surfacing	4
Toilets	3
Picnic table and seats	3
Walking track	2

Other play item requests, captured during this exercise:


Comment	No. of ticks supporting
Pool!	9
Basketball court	6
Trampoline	6
Pump track	5
Hedge maze	5
Spa	5
Goal posts	5
Ice cream truck	4
Very big slide	4
A huge zip line	3
Scooter track	3
Flying fox	3
BMX track	3
Skateboard ramp	2
Slack line	0
Mouse wheel	0



- TOILET
- EXISTING POWER STATION
- 2.5M WIDE CYCLE PATH
- FOOTPATH
- PLAYGROUND AND SENSORY GARDEN

FOOTPATH WITH AVENUE TREE PLANTING

**KEY**

 Shade tree





**TOILET,**  
Single bay

**MEETING SPACE,**  
Low planting, bench seats,  
litter bin and a drinking  
fountain

**FOOTPATH,**  
1.8m wide asphalt  
footpath

**SWINGS,**  
Varied seat options  
for all age groups

**SWALE,**  
A shallow swale planted with  
wetland plants and includes  
rock boulders

**NATURE ART SPACE,**  
Crusher dust surface,  
with concrete  
'Nature art table'

**SENSORY GARDEN,**  
Seasonal planting in a  
variety of colour, texture,  
and form. Rambling  
paths connect the space



**HALF BASKETBALL COURT,**  
With associated low wall,  
bench seat and planting

**PICNIC AREA,**  
Grass space with large  
shade trees and picnic  
tables

**CYCLE PATH,**  
2.5m wide asphalt cycle  
path

**PLAYGROUND EQUIPMENT,**

- 2 x rockers
- Large slide on mound
- Small slide for pre-school aged children
- Spinner
- Nest swing
- Swings

**NATURE PLAY AREA,**  
Informal play area of  
natural materials

**FLYING FOX**

**FOOTPATH,**  
1.8m wide concrete  
footpath

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

**FILE NO and TRIM NO:** GOV-26-11-06 / 220221023266

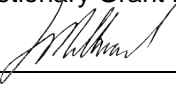
**REPORT TO:** RANGIORA-ASHLEY COMMUNITY BOARD


**DATE OF MEETING:** 13 April 2022

**FROM:** Kay Rabe, Governance Adviser

**SUBJECT:** Application to the Rangiora-Ashley Community Board's 2021/22 Discretionary Grant Fund

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

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

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

**1. SUMMARY**

1.1. The purpose of this report is to consider following three applications for funding received:

<b>Name of Organisation</b>	<b>Purpose</b>	<b>Amount requested</b>
Rangiora Cricket Club	Towards the purchase of new cricket balls for the season	\$496
The South Island (Te Waipounamu) Branch of the Muscular Dystrophy Association of New Zealand Inc	Towards hosting the monthly support group.	\$800
Cust and District Historical Records Society Inc.	Towards the cost of printing and scanning booklets	\$665
<b>Total:</b>		<b>\$1,961</b>

**Attachments:**

- i. Application from the Rangiora Cricket Club (Trim 220225026373).
- ii. Application from the Muscular Dystrophy Association (Trim 220322042117).
- iii. Application from the Cust and District Historical Records Society Inc. (Trim 220329046809).
- iii. Spreadsheet showing previous two years' grants.
- iv. Board funding criteria 2021/22. (Trim Ref: 210603089776).

**2. RECOMMENDATION**

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

- (a) **Receives** report No. 220228026889.
  - (b) **Approves** a grant of \$..... to the Rangiora Cricket Club towards the purchase of new cricket balls.
- OR**
- (c) **Declines** the application from the Rangiora Cricket Club.

- (d) **Approves** a grant of \$..... to the South Island (Te Waipounamu) Branch of the Muscular Dystrophy Association of New Zealand Inc towards hosting the monthly support group.

**OR**

- (e) **Declines** the application from the South Island (Te Waipounamu) Branch of the Muscular Dystrophy Association of New Zealand Inc.
- (f) **Approves** a grant of \$..... to the Cust and District Historical Records Society Inc. towards printing and scanning of booklets.

**OR**

- (g) **Declines** the application from the Cust and District Historical Records Society Inc.

### 3. **BACKGROUND**

- 3.1. The **Rangiora Cricket Club** seeks funding to purchase new cricket balls for their teams' matches.
- 3.2. The **South Island (Te Waipounamu) Branch of the Muscular Dystrophy Association of New Zealand Inc** seeks funding to provide catering for its monthly support group..
- 3.3. The **Cust and District Historical Records Society Inc** is seeking funding to scan a historical booklet and to have 50 booklets printed and bound.
- 3.4. It should be noted that due to Covid restrictions many community events have been cancelled during the last year. The Board has therefore not received as many request for funding as in past financial years. The current balance of the 2021/22 Discretionary Grant fund is \$11,708 with only two months remaining in the current financial year.

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

#### ***Rangiora Cricket Club (the Club)***

- 4.1 The Club is the second oldest cricket club in New Zealand, founded in 1859 and will be entering its 163rd year this season. The Club currently caters to juniors, and all players are primary school-aged. Last season the Club managed to get enough members to field its first-ever Girls' team, which played in the town competition. The Club's goal is to establish at least one more all-girls team during the next year and grow player numbers by 10% to 15%. To encourage this, the Club runs fun activities and skills training such as the "Superstars" programme outside of its usual Saturday morning cricket to get five and six-year-olds interested in the sport. The Club is based at Dudley Park and is currently looking at more options at several other local grounds to enable them to cater for more teams. The Club currently has 92 players (10 teams), mainly from local schools in Rangiora.
- 4.2 The Club is requesting funding to purchase new cricket balls needed for playing matches, older balls will be used for practice sessions. Grant funding to buy new balls will enable the Club to use its other funds to ensure that pitches are ready and of a reasonable standard for matches and that the teams have all the gear they require for games.
- 4.3 The Club has fundraised by running a raffle that raised \$1,000 and has applied for various other grants, and investigating sponsorship from local businesses. The Club has not applied to the Board for funding previously.

***South Island (Te Waipounamu) Branch of the Muscular Dystrophy Association of New Zealand Inc (MDASI)***

- 4.5 MDASI is a member lead organisation established by New Zealanders with lived experience of neuromuscular conditions. They began in the late 1950s as a support group for families affected by muscular dystrophy. Since then, they have broadened the scope to include many other neuromuscular conditions and have become a leading source of information and support to the community.
- 4.6 MDASI recently amalgamated two South Island branches into one new South Island branch due to the inability to get sufficient volunteers on the governance committees. MDASI runs peer to peer group sessions across the South Island, and these groups are an opportunity for members to gather and contribute ideas in a safe, non-judgemental environment. Several social events are also hosted throughout the year. Hosting these free group sessions enables members who are struggling financially to attend and gain the valuable socialisation they desperately need. Feedback from the groups indicated a significant reduction in mental health problems and social isolation.
- 4.7 The requested funding will be utilised for the Rangiora group, which meet monthly at the Rangiora RSA. Most of the members are from the Rangiora-Ashley Ward and currently number approximately 165 members. The monthly group session allows the members to interact with others facing the same challenges, gives them a sense of belonging and self-worth, and the ability to develop friendships. Also, as the members live in the district, it fosters confidence in people to participate in their local communities and have a voice, raising awareness of rare conditions.
- 4.8 If this application is unsuccessful, the group will continue to meet, however, it would increase the burden on funding the wider operational expenses such as wages and funding going directly to support people affected by rare conditions, especially in these difficult financial times. Therefore, MDASI will continue applying for funding from other organisations. MDASI has not applied to the Board for funding previously.

***Cust and District Historical Records Society Inc (the Society)***

- 4.9 Cust and Districts Historical Records Society Inc administer the Cust Museum, which portrays the heritage and history of the area bounded by Bennetts, Fernside, the Ashley River, and the Waimakariri River. The Society's collection includes memorabilia and comprehensive records of families, clubs, organisations and businesses from the Cust and surrounding districts.
- 4.10 The Society is requesting funding to scan and print the original photocopied booklet about the history of the New Zealand Grand Prix motorcycle races, held in Cust from 1936 to 1963. The book contains copies of programs of races, newspaper reports and photos. It also has a list of every rider, their race, their number, and their motorcycle details. The Society purchased the copyright for publishing these books in 2010.
- 4.11 The Society's members are all volunteers, and raising money for this project is difficult as most of their income comes from donations from visitors coming to Cust Museum. If this application is unsuccessful, the Society will have to apply to other organisations for funding. The Society has not applied to the Board for funding previously.
- 4.12 The Board may approve or decline grants as per the grant guidelines.
- 4.13 There are social and cultural implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.14 The Management Team has reviewed this report.

## **5. COMMUNITY VIEWS**

### **5.1 Mana whenua**

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report.

### **5.2 Groups and Organisations**

There are no groups and organisations other than the Rangiora Cricket Club, the South Island (Te Waipounamu) Branch of the Muscular Dystrophy Association of New Zealand Inc. and the Cust and District Historical Records Society Inc 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 not likely to be affected by or interested in the subject matter of this report. However, it should be noted that encouraging physical activity for children and supporting the most vulnerable community members are desirable community outcomes. It is also essential to preserve the history of local communities for future generations.

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

### **6.1 Financial Implications**

The 2021-31 Long Term Plan includes budget provision for the Rangiora-Ashley Community Board to approve grants to community groups up to \$9,870 in the 2021/22 financial year. An amount of \$7,098 was carried forward from the 2020/21 financial year, thereby bringing the Discretionary Grant Fund to \$16,968 for this financial year.

The application criteria specify that grants are customarily limited to a maximum of \$500 in any financial year (July to June), even though a group can apply up to twice a year, providing it is for different projects. Where applicable, GST values are calculated and added to appropriately registered groups if decided benefits exceed Board resolved values. The current available balance of the Rangiora-Ashley Community Board's Discretionary Grant Fund 2021/22 is \$11,708.

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

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

### **6.3 Risk Management**

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

### **6.4 Health and Safety**

All health and safety related issues will fall under the auspices of the organisations and groups that applied for grant 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**

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.



Groups applying for Board Discretionary Grants 2021/2022

Name of Group: Rangiora Cricket Club

Address: c/o 19 Mulberry St, Rangiora, 7400, North Canterbury

Contact Person within Organisation: Nigel Gray

Position within Organisation: Club Secretary

Contact phone number: 0274314794 Email: rangioracricquetclub@gmail.com

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

To purchase new cricket balls needed for our junior teams. 16 Balls at \$26.95 each plus GST = \$495.88 This is needed to keep 4 teams in stock for their Term 1 or 4 Season. We spend nearly \$3000 each year on new balls for 10 teams.

What is the timeframe of the project/event date? We do this twice a year every year.

Overall Cost of Project: \$2663.33 Amount Requested: \$495.88

How many people will directly benefit from this project? 92 kids

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

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

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

Oxford-Ohoka % Rangiora-Ashley 100 % Woodend-Sefton % Kaiapoi-Tuahiwi %

Other (please specify):

If this application is declined, will this event/project still occur? Yes No

If No, what are the consequences to the community/organisation?

[Empty box for consequences]

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

Each of our 10 teams (All primary school kids) need new balls for games. They use old ones to train. This allows them to play cricket each Saturday with the required gear for their games.

TRIM: 220225026373 / GOV-26-11-05







RANGIORA CRICKET CLUB  
94 Terrace Road  
RD1  
RANGIORA

### QUOTATION

Quotation Number	010673
Date	18/02/2022
Our Code	RANG CKT
Your Reference	Nigel
Page	1
Salesperson	LYN

GST #: 88 099 966

Product Code	Description	Quantity	Unit Price	Disc %	Line Total
CCB167W	Kookaburra Crown 142gm Cricket Ball	16.00	\$26.95		\$431.20
455590	FREIGHT SPONSORED BY THE SPORT SHOP	1.00	\$20.70	100.00%	\$0.00

Please pay within 14 days of invoice. Payment can be made to our bank 010877008403600 ANZ ChCh

Thank you for your custom. As we are a small business cashflow is very important to us. Please make payment within 7 days. Payment can be made to ANZ 010877008403600.

Sub-Total	\$431.20
GST	\$64.68
Total	\$495.88



# RANGIORA CRICKET CLUB Inc

est 1859

PO Box 690, Rangiora 7400 – Email – [rangioracricquetclub@gmail.com](mailto:rangioracricquetclub@gmail.com)

## Cash summary for the year ended 31 July 2021

<b>Bank Balance 1 August 2020</b>		<b>\$5,973.04</b>
<b>Revenue</b>		
Subscriptions	7,700.00	
Grants and Donations	6,129.25	
Clothing Sales	625.00	
Superstar Academy	2,040.00	
Interest	71.60	
<b>Total Revenue</b>		<b>\$16,565.85</b>
<b>Expenses</b>		
Balls and Gear	1,024.10	
Grounds (pitch preparation)	4,456.25	
Canterbury Country Affiliation Fees	1,673.25	
Clothing	977.04	
Superstar Academy	300.00	
Honorarium	1,000.00	
Photography	1,780.00	
Prize Giving	351.60	
Withholding Tax	32.17	
<b>Total Expenses</b>		<b>\$11,594.41</b>
<b>Operating Surplus</b>		<b>\$4,971.44</b>
<b>Bank Balance 31 July 2021</b>		<b>\$10,944.48</b>

**Treasurers Commentary:**

A successful year of membership subscription collections was achieved with only one outstanding sub due at the end of the year. Thanks to Nigel Gray for actively chasing the final balances at the end of the season.

An operating surplus for the year of \$4971.44 was achieved.

Major factors contributing to this result were lower pitch preparation costs for the year and the gifting of Superstar Cricket packs. Thanks must go to Canterbury Country Cricket for this contribution.

Note the photography expenses incurred in this financial year were for the previous seasons photographs. Revenue for this item fell in the previous year.

An accountant's review of these finalised statements will be carried out in the coming weeks.

Matt Treacy



Treasurer Rangiora Cricket Club

**Tascha Lawry**

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**From:** Rangiora Cricket Club <rangioracricquetclub@gmail.com>  
**Sent:** Friday, 25 February 2022 11:18 AM  
**To:** IM Staff  
**Cc:** Rangiora Cricket Club  
**Subject:** Rangiora-Ashley Community Board - Discretionary Grant Application  
**Attachments:** Quote for Rangiora Cricket Club.pdf; RANGIORA CRICKET CLUB Financial Summary 2020 - 2021.pdf; Discretionary Grant Application.pdf

**[THIS EMAIL IS FROM AN EXTERNAL SOURCE] DO NOT CLICK links or attachments unless you recognise the sender email**

To whom it may concern,

Please find attached an application from the Rangiora Cricket Club for a Discretionary Grant Application. We are a junior club with nearly 100 primary school aged kids playing cricket in the Canterbury Country Competition.

We have 10 teams currently including the first ever all girls team in the club's 162 year history.

Currently we have a healthy bank balance for the club, but are looking to grow the club in both the number of kids playing but also in the number of fields available to play on due to a shortage out here.

So the current balance is going to be needed for us to do this, which is why we are applying for various grants to assist with some of our other large costs like Pitch Prep & equipment.

We have 4 pitches at Dudley park currently, but ideally need another 2-3 to cater for the number of teams we have so they can play more 'home' games & have less travel.

This application to cover the cost of some of the cricket balls needed will allow us to continue to use our existing funds to pursue the extra pitch costs which will occur as we grow the club.

Thanks for considering our application.

Nigel Gray  
Rangiora Cricket Club Secretary  
0274314794

**Groups applying for Board Discretionary Grants 2021/2022**

Name of Group: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person within Organisation: \_\_\_\_\_

Position within Organisation: \_\_\_\_\_

Contact phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**Describe what the project is and what the grant funding be used for?** *(Use additional pages if needed)*

What is the timeframe of the project/event date? \_\_\_\_\_

Overall Cost of Project: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

How many people will directly benefit from this project? \_\_\_\_\_

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

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

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

Oxford-Ohoka \_\_\_\_\_% Rangiora-Ashley \_\_\_\_\_% Woodend-Sefton \_\_\_\_\_% Kaiapoi-Tuahiwi \_\_\_\_\_%

Other (please specify): \_\_\_\_\_

If this application is declined, will this event/project still occur?    Yes    No

If No, what are the consequences to the community/organisation?

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

What is the benefit(s) to your organisation?

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[Empty text box for benefits to organisation]

What are the benefit(s) to the Rangiora-Ashley community or wider district?

[Empty text box for benefits to 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?

[Empty text box for relationship]

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied or intend to apply to for funding this project and amount applied for this project:

[Empty text box for other fundraising]

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:

[Empty text box for details]

- Enclosed      Financial Balance Sheet and Income & Expenditure Statement  
                  *(compulsory – your application cannot be processed without financial statements)*
- Supporting costs/quotes
- Other supporting information

I am authorised to sign on behalf of the group/organisation making this application.

I declare that all details contained in this application form are true and correct to the best of my knowledge.

I accept that successful applicants will be required to report back to the Community Board by completing a simple Accountability Report.

I accept that information provided in this application may be used in an official Council report available to the public.

**Please note:** If submitting your application electronically, entering your name in the signature box below will be accepted as your signature:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_





Waimakariri District Council  
Private Bag  
RANGIORA 7440

14<sup>th</sup> March 2022

Tena koe

RE: RANGIORA NEUROMUSCULAR CONDITIONS SUPPORT GROUP

Muscular Dystrophy South Island wish to apply to your community fund for a contribution towards our neuromuscular support group in the Rangiora region. We seek a contribution of \$800.00 towards the costs to enable us to continue delivering this essential group. We run this support group on the last Wednesday of the month at the Rangiora RSA, we provide the supper and drinks along with absorbing the staff wage costs. We seek support with the supper and drink expenses.

We have had some changes this year with our organisation structure. We have amalgamated the two South Island branches into one new South Island branch, as we have struggled to get sufficient volunteers on our governance committees. I have enclosed the financials for both branches (Canterbury & Southern Regions), the legal name change has been completed along with the banking changes. Please don't hesitate to contact me if you have any queries about these changes. I can assure you that money granted for specific regions will only be spent in those regions. We use XERO for our accounting treatments and tag funding accordingly.

We run groups across the South Island, these peer-to-peer groups are an opportunity for members to gather and contribute ideas in a safe non-judgemental environment. We also hold a number of social events throughout the year. Offering these groups at not cost enables members who are struggling financially, the ability to attend and gain the valuable socialisation they desperately require. Our feedback has told us these groups are seeing a big reduction in mental health problems and social isolation.

More information about the services we offer can be found on [www.mda.org.nz](http://www.mda.org.nz), please do not hesitate to contact me if you require further information. My mob is 027 436 2166 or email [southern@mda.org.nz](mailto:southern@mda.org.nz).

We look forward to hearing from you soon.

Nga mihi nui

Vivienne Fitzgerald

Note: Due to COVID, the support groups are on hold, we anticipate them starting again in May  
The Canterbury Branch 2021 Financials are currently being reviewed

# REVIEW REPORT

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I have reviewed the financial and service statements prepared **Muscular Dystrophy - Southern Regions Branch**, an Incorporated Society and registered Charity for the year ended 31 December 2021. These statements include the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, Statement of Service Activity, Other Information and the Notes.

## Opinion

Nothing has come to my attention that would indicate a material misstatement has occurred in the financial and service statements of **Muscular Dystrophy - Southern Regions Branch**.

Note that I express no opinion on the Statement of Service Activity.

My review was completed on 21 March 2022 and my opinion is expressed as at that date.

## Basis of Opinion

I have been guided by New Zealand's financial review standard NZ SRE 2410 (revised), issued by the External Reporting Board (XRB) as much as it is applicable to a small not-for-profit entity. Note that this standard is silent on the Statement of Service Activity, and as a result this statement has not been included in my review tests.

Other than in my capacity as an assurance practitioner I have no relationship with or financial interest in the trust, according to the Professional and Ethics Standard 1 (PES 1) issued by the NZ Auditing and Assurance Standards Board.

A review involves gathering information predominantly through enquiries of the people involved in the organisation and analytical testing of the information presented. Sample testing of source documentation may also have been performed to gain a reasonable level of certainty about individual disclosures made.

The procedures performed in a review are substantially less than those performed in an audit conducted with International Standards on Auditing (New Zealand). Accordingly, I do not express an audit opinion on the financial statements.

## Reviewer's responsibilities

My responsibility as an assurance practitioner is to express an opinion on the financial statements based on my review.

## Responsibilities of Those Charged with Governance for the Financial Statements

It is the responsibility of the organisation's managing committee to ensure that financial and service statements are prepared, that give a true and fair view in accordance with the adoption of PBE SFR-A(NFP), and to ensure that appropriate processes and procedures are in place to prevent misstatements from occurring through error or fraud.





3 Carlyle Street  
PO Box 13 625  
Christchurch  
Ph (03) 365 2278  
[info@commaccounting.co.nz](mailto:info@commaccounting.co.nz)

Christchurch Community Accounting has compiled the financial statements for this organisation. Threats to reviewer independence have been addressed predominantly through internal separation of duties in accordance with PES 1.

A handwritten signature in blue ink that reads 'Stephanie Chen'. The signature is fluid and cursive.

Stephanie Chen  
Christchurch Community Accounting  
[Stephanie.c@commaccounting.co.nz](mailto:Stephanie.c@commaccounting.co.nz)

# **Financial and Service Statements**

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## **Muscular Dystrophy - Southern Region Branch**

**For the Year Ended 31 December 2021**



## Muscular Dystrophy - Southern Region Branch

### Statement of Financial Performance

For the period 1 January 2021 to 31 December 2021

		2021	2020
		\$NZ	\$NZ
<b>Income</b>			
<i>Grants, Fundraising and Donations</i>			
Expended Grants (Note 6)	\$ 63,459		\$ 40,208
Donations and Fundraising	\$ 10,163		\$ 6,497
<i>Total Grants etc</i>		\$ 73,622	\$ 46,705
<i>Interest Income</i>		\$ 351	\$ 913
<i>Other Income - COVID Wage Subsidy</i>		\$ 5,400	\$ 17,183
<b>Total Income</b>		<b>\$ 79,373</b>	<b>\$ 64,802</b>
<b>Expenditure</b>			
<i>Volunteer and Employee-Related Costs</i>		\$ 56,708	\$ 45,346
<i>Costs Related to Providing Goods Services</i>			
Consulting and Accounting	\$ 2,005		\$ 1,441
Fundraising and Awareness	\$ -		\$ 377
General Expenses	\$ 287		\$ 911
Office Expenses	\$ 2,428		\$ 1,451
Travel/Mileage	\$ 4,811		\$ 2,022
Rent	\$ 2,927		\$ 1,566
<i>Total Service Costs</i>		\$ 12,458	\$ 7,767
<i>Donations Made</i>			\$ -
<i>Other Expenses - Depreciation and Loss on Disposal</i>		\$ 3,378	\$ 3,912
<b>Total Funds Applied</b>		<b>\$ 72,544</b>	<b>\$ 57,026</b>
<b>Net Reserves Accumulated/(Applied)</b>		<b>\$ 6,829</b>	<b>\$ 7,776</b>



## Muscular Dystrophy - Southern Region Branch

### Statement of Financial Position

As At 31 December 2021

	2021	2020
	\$NZ	\$NZ
<b>ASSETS</b>		
<b>Current Assets</b>		
Bank Account	\$ 72,628	\$ 48,493
Term Deposit	\$ 40,510	\$ 40,440
Accounts Receivable and Prepayments	\$ 182	\$ 234
<b>Total Current Assets</b>	<b>\$ 113,319</b>	<b>\$ 89,167</b>
<b>Non-Current Assets</b>		
Property, Plant and Equipment (Note 7)	\$ 10,161	\$ 12,139
<b>Total Non-Current Assets</b>	<b>\$ 10,161</b>	<b>\$ 12,139</b>
<b>TOTAL ASSETS</b>	<b>\$ 123,480</b>	<b>\$ 101,307</b>
<b>LIABILITIES</b>		
Unexpended Grants (Note 6)	\$ 46,896	\$ 34,283
Accounts Payable	\$ 8,417	\$ 4,842
GST	\$ 33	\$ 1,397
Credit Cards	\$ 520	\$ -
<b>TOTAL LIABILITIES</b>	<b>\$ 55,866</b>	<b>\$ 40,522</b>
<b>NET ASSETS</b>	<b>\$ 67,614</b>	<b>\$ 60,785</b>
<b>RESERVES</b>		
Opening Accumulated Funds	\$ 60,785	\$ 53,008
Funds Accumulated During Year	\$ 6,829	\$ 7,776
<b>TOTAL RESERVES</b>	<b>\$ 67,614</b>	<b>\$ 60,785</b>





## Muscular Dystrophy - Southern Region Branch

### Statement of Cash Flows

For the period 1 January 2021 to 31 December 2021

	2021	2020
	\$NZ	\$NZ
<b>Operating Cash Received</b>		
Donations, fundraising and other similar receipts	\$ 86,281	\$ 52,985
Interest, dividends and other investment receipts	\$ 351	\$ 913
Other Receipts (COVID Wage Subsidy)	\$ 5,400	\$ 17,183
<b>Total Operating Cash Received</b>	<b>\$ 92,032</b>	<b>\$ 71,082</b>
<b>Operating Cash Applied</b>		
Payments to suppliers and employees	(\$ 67,457)	(\$ 51,700)
<b>Total Operating Cash Applied</b>	<b>(\$ 67,457)</b>	<b>(\$ 51,700)</b>
<b>Operating Cash Flow</b>	<b>\$ 24,576</b>	<b>\$ 19,382</b>
<b>Investing/Financing Cash Applied</b>		
Payments to acquire property, plant and equipment	\$ -	(\$ 5,186)
Payments to purchase investments	\$ -	(\$ 293)
<b>Investing/Financing Cash Flow</b>	<b>\$ -</b>	<b>(\$ 5,480)</b>
GST Movement	(\$ 891)	\$ 520
<b>Net Cash Flow</b>	<b>\$ 23,685</b>	<b>\$ 14,422</b>
Add Opening Cash Balance	\$ 48,493	\$ 34,071
<b>Closing Cash Balance</b>	<b>\$ 72,178</b>	<b>\$ 48,493</b>



## Muscular Dystrophy - Southern Region Branch

### Statement of Service Activity

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*Mandatory disclosures according to s.4 of PBE SFR-A (NFP)*

#### Outcomes 2020/2021

We provide information to individuals and families living with neuromuscular conditions, to enable them to make informed choices, access entitlements and obtain resources for independent living. This fosters improved quality of life and opportunities for participation. We also aim to raise awareness of neuromuscular conditions, reduce isolation and provide support. These outcomes are achieved through an outreach fieldwork service, as well as facilitated peer to peer networking through community based events.

#### Outputs

	2021
Number of Total Membership	230
Number of New Members 2021	4
Number of Client Contacts during 2021	449
Number of Staff hours during 2021	1920
Number of External course hours	37.75
Number of Supervision Hours	12
Number of Facebook followers	250

	2020
Number of new members to the service	8
Number of face to face visits made to clients of the Fieldwork service	63
Number of "other" client contacts (phone, email, text etc) made by the Fieldwork service	592
Number of Newsletter editions sent to members	8
Number of community events held for members	1
Number of service brochures distributed in the region	400
Number of community education activities	4

Please note - due to COVID-19 alert levels 2,3 and 4, our face to face contacts and member activities were nil.

Due to COVID-19 we also introduced zoom as a communication tool for our fieldwork service.



## Muscular Dystrophy - Southern Region Branch

### Entity Information

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*Mandatory disclosures according to s.3 of PBE SFR-A (NFP)*

#### **Type of Organisation**

Muscular Dystrophy - Southern Region Branch is a self-governed branch of Muscular Dystrophy Association of New Zealand.

It is not separately incorporated, but had separate registration as a Charity under the Charities Act. The Muscular Dystrophy Association is an incorporated society.

#### **Purpose of Organisation**

The mission of the branch is to identify and disseminate educational programmes, information, resources and services to people living with neuromuscular conditions and to those who may be involved in their support and care. To identify, develop and promulgate schemes, programmes and social opportunities which may be of benefit to people living with a condition. To educate the Branches wider community and create awareness of the prevalence of conditions and the impact on the lives of people living with a condition. To educate the Branches wider community about, and lobby and advocate locally for changes to attitudes, policies, funding, environments, support and clinical services where these impact detrimentally or suboptimally on the quality of life, independence, choices and rights of people living with a neuromuscular condition. To create and foster local communities of interest and support for people living with a condition including opportunity to participate in and influence the affairs of the Branch. To collaborate with and assist the Muscular Dystrophy Association of New Zealand Inc. in the attainment of the Association's objects.

#### **Organisation Structure**

The Branch is governed by an Executive Committee who are elected at the Annual General Meeting. The Executive Committee consists of at least a Chairperson, Treasurer, Secretary and three other committee members. A representative from this committee also sits on the National Council of the Muscular Dystrophy Association of New Zealand. The Committee meets monthly. The Branch appointed its first employee, a part-time Fieldworker, in September 2016. Administration support for the branch is provided through the National Office based in Auckland and Canterbury Branch based in Christchurch.

#### **Main Sources of Funds**

The Main Sources of funds for the organisation are grants from philanthropic and government funders, donations from members, donations from the general public and funding from MDA National Office.

#### **Main Methods of Fundraising**

The organisation regularly applies to philanthropic or government funders for grants and donations. The organisation holds several fundraising activities during each year including an appeal month.

#### **Volunteers and in-kind Donations**

The Branch is very reliant on volunteers who assist with fundraising activities and the annual appeal. The Executive Committee are also volunteers.



## Muscular Dystrophy - Southern Region Branch

### Statement of Accounting Policies

---

#### 1 Basis of Preparation

Muscular Dystrophy - Southern Region Branch is eligible and has elected to apply accounting standard PBE SFR-A(NFP) because it is not publicly accountable, is not large, and has annual expenditure of less than \$2,000,000.

Transactions are reported on an accrual basis where expenditure is matched to the income funding it. The Financial Statements contained within this report have been prepared on the assumption that the organisation will continue operating for at least 12 months after Balance Date.

#### 2 Taxation

As a Registered Charity the organisation is exempt from Income Tax.

The organisation is registered for GST, and all figures are shown exclusive of GST with the exception of Payables and Receivables disclosed in the Statement of Reserves.

#### 3 Fixed Assets

Items of Property, Plant and Equipment are shown at Cost less accumulated depreciation. Depreciation is applied equally over the expected useful life of the asset.

#### 4 Grants

Unexpended portions of grants with restrictions on how they can be used, and which must be repaid if not used, are recognised as liabilities. Only the expended part of grants is recognised as Income.

#### 5 Changes in Accounting Policies

All accounting policies have been applied consistent with the previous year. The above accounting policy on grants has been effective since the 2019 financial year, replacing a policy on recognising grants as income on receipt.





## Muscular Dystrophy - Southern Region Branch

### Notes to the Accounts

#### 6 Grants Received and Expended

Muscular Dystrophy - Southern Region Branch has received and expended the following grants, with thanks:

##### a. Grants which must be returned if unused

2021

	Unspent as at beginning of year	Received/ (Returned)	Expended	Unspent as at end of year
COGS	\$ 3,094	\$ 3,500	\$ 3,829	\$ 2,765.4
Community Trust South	\$ 3,500	\$ 2,000	\$ 3,500	\$ 2,000.0
Dunedin City Council	\$ 4,700	\$ 3,500	\$ 4,700	\$ 3,500.0
Healthcare Otago C.T.	\$ 6,185	\$ 8,000	\$ 12,180	\$ 2,005.6
Lottery Grants Board	\$ 14,172	\$ 25,000	\$ 17,781	\$ 21,391.7
NZFGW Otago	\$ 1,164	\$ -	\$ 118	\$ 1,046.4
		\$ 8,000		
Lion Foundation	\$ 1,466	(\$ 477)	\$ 3,014	\$ 5,975.5
Central Lake Trust	\$ -	\$ 3,745	\$ 3,745	\$ -
Aoteroa Gaming Trust	\$ -	\$ 15,000	\$ 8,565	\$ 6,435.5
Guy Ansell Waddell Charitable Trust	\$ -	\$ 4,304	\$ 4,028	\$ 275.9
Bendigo Valley	\$ -	\$ 2,000	\$ 2,000	\$ -
Invercargill Licencing Trust	\$ -	\$ 1,500	\$ -	\$ 1,500.0
<b>Totals</b>	<b>\$ 34,283</b>	<b>\$ 76,072</b>	<b>\$ 63,459</b>	<b>\$ 46,896.0</b>

2020

	Unspent as at beginning of year	Received/ Returned	Expended	Unspent as at end of year
Bendigo Valley Sports	\$ -	\$ 2,936	\$ 2,936	\$ -
Central Lakes Trust	\$ -	\$ 5,962	\$ 5,962	\$ -
COGS	\$ 5,141	\$ 4,000	\$ 6,047	\$ 3,094
Community Trust South	\$ -	\$ 3,500	\$ -	\$ 3,500
Dunedin City Council	\$ 3,970	\$ 4,700	\$ 3,970	\$ 4,700
The Southern Trust	\$ 8,867	(\$ 895)	\$ 7,972	\$ -
Healthcare Otago C.T.	\$ -	\$ 9,000	\$ 2,815	\$ 6,185
Lottery Grants Board	\$ 8,825	\$ 15,000	\$ 9,653	\$ 14,172
NZFGW Otago	\$ 1,200	\$ -	\$ 36	\$ 1,164
Lion Foundation	\$ -	\$ 2,285	\$ 819	\$ 1,466
<b>Totals</b>	<b>\$ 28,003</b>	<b>\$ 46,488</b>	<b>\$ 40,208</b>	<b>\$ 34,283</b>





**7 Fixed Assets****a. Depreciable Assets****2021**

Asset Class	Book Value 2020	Depreciation	Net Additions	Book Value 2021
Computer Equipment	\$ 3,731	\$ 1,077	\$ 1,400	\$ 4,054
Vehicle	\$ 7,267	\$ 2,180	\$ -	\$ 5,087
Other Plant & Equipment	\$ 1,141	\$ 121	\$ -	\$ 1,020
<b>Total</b>	<b>\$ 12,139</b>	<b>\$ 3,378</b>	<b>\$ 1,400</b>	<b>\$ 10,161</b>

**2020**

Asset Class	Book Value 2019	Depreciation	Net Additions	Book Value 2020
Computer Equipment	\$ 334	\$ 577	\$ 3,974	\$ 3,731
Vehicle	\$ 10,382	\$ 3,115	\$ -	\$ 7,267
Other Plant & Equipment	\$ 149	\$ 71	\$ 1,063	\$ 1,141
<b>Total</b>	<b>\$ 10,865</b>	<b>\$ 3,763</b>	<b>\$ 5,037</b>	<b>\$ 12,139</b>

**8 Contingent Liabilities, Commitments and Guarantees**

There have been no contingent liabilities or commitments or guarantees as at the end of the financial year (previous year: nil).

**9 Related Parties**

There have been no reportable transactions with related parties during the year (2020: nil)

**10 Going Concern**

**The entity is no longer a Going Concern.** Its net assets, financial and service activities have been transferred to the Canterbury Branch of the Muscular Dystrophy Association of New Zealand, effective as of 1 January 2022. The Canterbury branch is a separately incorporated society, and has renamed itself to The South Island Branch of the Muscular Dystrophy Association as of that date.

**11 Movements in Reserves**

	2021	2020
Opening Balance	\$ 60,783	\$ 53,008
Funds Accumulated During Year	\$ 6,829	\$ 7,776
<b>Closing Balance</b>	<b>\$ 67,613</b>	<b>\$ 60,783</b>





Muscular Dystrophy  
New Zealand

South Island  
Te Waipounamu

<b>MDA South Island   Te Waipounamu - Approved 2022 Budget</b>	
GST Exclusive	
<b>Expenditure</b>	
ACC Levies	\$ 400.00
Advertising	\$ 500.00
Audit Fees	\$ 2,000.00
Bank Fees	\$ 100.00
Governance Costs	\$ 100.00
Telecommunications	\$ 3,400.00
Photocopying/Postage/Stationery	\$ 1,200.00
Motor Vehicle Expenses	\$ 12,800.00
National Travel	\$ 6,000.00
Wages	\$ 180,671.00
XERO	\$ 30.00
Rent	\$ 9,800.00
Subscriptions	\$ 300.00
IT Maintenance & Purchases	\$ 1,500.00
Depreciation	\$ 9,000.00
Member Welfare (Support Groups)	\$ 3,500.00
Member Functions	\$ 1,500.00
Fundraising Expenses	\$ 600.00
Volunteer Expenses	\$ 400.00
Minor Asset Purchases	\$ 1,000.00
Meeting Expenses	\$ 500.00
<b>Total Expenses</b>	<b>\$ 235,301.00</b>
<b>Income</b>	
Grants Carried Over	\$ 93,888.00
Grants & Trusts	\$ 98,000.00
Other Donations	\$ 2,000.00
Fundraising	\$ 15,000.00
Member Donations	\$ 2,362.00
MOH DIAS Contract	\$ 10,800.00
ECAN Total Mobility	\$ 900.00
Interest Income	\$ 450.00
<b>Total Income</b>	<b>\$ 223,400.00</b>
Deficit	\$ (11,901.00)

The South Island (Te Waipounamu) Branch of the Muscular Dystrophy Association of NZ Inc.

C/- Christchurch Community House, 301 Tuam street, Christchurch 8011

PO Box 80025, Riccarton, Christchurch 8440

03 377 8010 | southern@mda.org.nz | Charity Number CC20105

Dunedin Office: Livingwell Disability Resource Centre, Burns House, 10 George Street, Dunedin

# Financial and Service Statements

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**The Canterbury Branch of the Muscular Dystrophy Association of New Zealand**

**For the Year Ended 31 December 2021**

**Comprising**

**Statement of Funding**  
**Statement of Reserves**  
**Statement of Cash Flows**  
**Statement of Service Activity**  
**Entity Information**  
**Statement of Accounting Policies**  
**Notes**

**Title for Charity Reporting Purposes**

*Statement of Financial Performance*  
*Statement of Financial Position*  
*Statement of Cash Flows*  
*Statement of Service Performance*  
*Entity Information*  
*Statement of Accounting Policies*  
*Notes*

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## The Canterbury Branch of the Muscular Dystrophy Association of New Zealand

### Statement of Funding

For the period 1 January 2021 to 31 December 2021

	2021	2020
	\$NZ	\$NZ
<b>Funds Received</b>		
<i><b>Donations, Fundraising and other similar receipts</b></i>		
Fundraising Activities	\$ 1,818	\$ 1,268
Expended Grants	\$ 101,425	\$ 62,231
MDA Funding	\$ 18,864	\$ 19,872
Donations	\$ 12,895	\$ 13,318
<i><b>Fees, subscriptions and other receipts (including donations) from members</b></i>		
Subscriptions	\$ -	\$ -
<i><b>Receipts from providing goods or services</b></i>		
Ministry of Health	\$ 10,750	\$ 10,643
<i><b>Interest, dividends and other Investment Receipts</b></i>		
Interest	\$ 25	\$ 28
<i><b>Other Receipts</b></i>		
Other Revenue	\$ -	\$ 344
Wages Contribution from National Office (Note 13)	\$ 5,400	\$ 42,773
Sale of Fixed Assets	\$ 1,229	\$ -
Mobility Services Income	\$ 798	\$ 686
<b>Total Funds Received</b>	<b>\$ 153,205</b>	<b>\$ 151,162</b>
<b>Funds Applied</b>		
<i><b>Expenses related to public fundraising</b></i>		
Fundraising	\$ 177	\$ 521
<i><b>Volunteer and employee-related payments</b></i>		
Wages (Note 13)	\$ 88,317	\$ 54,987
ACC Levy	\$ 187	\$ 247
<i><b>Expenses related to providing goods or services</b></i>		
Rent and light, Power, Heating	\$ 1,853	\$ 1,355
Stationery, Postage and Print	\$ 3,563	\$ 1,061
Telephone and Tolls	\$ 1,947	\$ 1,702
Travel and Accommodation	\$ 2,939	\$ 864
Vehicle Expenses	\$ 2,662	\$ 2,783
<i><b>Other Payments</b></i>		
Meeting Expenses	\$ 64	\$ 81
Advertising	\$ 50	\$ 209
Consulting & Accounting	\$ 2,009	\$ 1,059
Minor Assets & Equipment	\$ 350	\$ 232
Sundry	\$ 3,106	\$ 2,005
Depreciation (Note 15)	\$ 5,300	\$ 5,650
<b>Total Funds Applied</b>	<b>\$ 112,524</b>	<b>\$ 72,755</b>
<b>Net Reserves Accumulated/(Applied)</b>	<b>\$ 40,681</b>	<b>\$ 78,408</b>



## The Canterbury Branch of the Muscular Dystrophy Association of New Zealand

### Statement of Reserves

As At 31 December 2021

	2021	2020
	\$NZ	\$NZ
<b>ASSETS</b>		
<b>Current Assets</b>		
Bank accounts / Debit accounts	\$ 144,412	\$ 91,856
Petty Cash	\$ 8	\$ 8
Prepayment	\$ 2,890	\$ -
Sundry Debtors	\$ 6,022	\$ 398
<b>Total Current Assets</b>	<b>\$ 153,332</b>	<b>\$ 92,262</b>
<b>Non-Current Assets</b>		
Property, Plant and Equipment	(Note 7&15) \$ 10,203	\$ 11,488
<b>Total Non-Current Assets</b>	<b>\$ 10,203</b>	<b>\$ 11,488</b>
<b>TOTAL ASSETS</b>	<b>\$ 163,535</b>	<b>\$ 103,751</b>
<b>LIABILITIES</b>		
Creditors and Accruals	\$ 14,270	\$ 7,904
Income in advance	\$ 5,154	\$ -
Credit Card	\$ 332	\$ 386
GST	\$ 169	\$ 2,008
Grants received in advance	(Note 6) \$ 46,665	\$ 37,190
<b>TOTAL LIABILITIES</b>	<b>\$ 66,591</b>	<b>\$ 47,487</b>
<b>NET ASSETS</b>	<b>\$ 96,944</b>	<b>\$ 56,263</b>
<b>RESERVES</b>		
Opening Accumulated Funds	\$ 56,263	(\$ 22,144)
Funds Accumulated During Year	\$ 40,681	\$ 78,408
<b>TOTAL RESERVES</b>	<b>\$ 96,944</b>	<b>\$ 56,263</b>

## The Canterbury Branch of the Muscular Dystrophy Association of New Zealand

### Statement of Cash Flows

For the period 1 January 2021 to 31 December 2021

	2021	2020
	\$NZ	\$NZ
<b>Operating Cash Received</b>		
Donations, fundraising and other similar receipts	\$ 154,481	\$ 154,905
Fees, subscriptions and other receipts from members	\$ -	\$ -
Receipts from providing goods or services	\$ 10,750	\$ 10,643
Interest, dividends and other investment receipts	\$ 25	\$ 28
Receipts from Other Income	\$ 733	\$ 692
<b>Total Operating Cash Received</b>	<b>\$ 165,989</b>	<b>\$ 166,268</b>
<b>Operating Cash Applied</b>		
Payments to suppliers and employees	(\$ 108,666)	(\$ 115,086)
Donations or grants paid	\$ -	(\$ 954)
<b>Total Operating Cash Applied</b>	<b>(\$ 108,666)</b>	<b>(\$ 116,040)</b>
<b>Operating Cash Flow</b>	<b>\$ 57,323</b>	<b>\$ 50,228</b>
<b>Investing/Financing Cash Received</b>		
Receipts from the sale of property, plant and equipment	\$ -	\$ -
Proceeds from loans borrowed from other parties	\$ -	\$ -
<b>Total Investing/Financing Cash Received</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Investing/Financing Cash Applied</b>		
Payments to acquire property, plant and equipment	(\$ 2,945)	(\$ 1,186)
Repayment of loans borrowed from other parties	\$ -	\$ -
<b>Total Investing/Financing Cash Applied</b>	<b>(\$ 2,945)</b>	<b>(\$ 1,186)</b>
<b>Investing/Financing Cash Flow</b>	<b>(\$ 2,945)</b>	<b>(\$ 1,186)</b>
GST Movement	(\$ 1,768)	\$ 1,890
<b>Net Cash Flow</b>	<b>\$ 52,609</b>	<b>\$ 50,932</b>
Add Opening Cash Balance	\$ 91,479	\$ 40,547
<b>Closing Cash Balance</b>	<b>\$ 144,088</b>	<b>\$ 91,479</b>
<b>Represented by:</b>		
Bank accounts / Debit accounts	\$ 144,412	\$ 91,856
Petty Cash	\$ 8	\$ 8
Credit Cards	(\$ 332)	(\$ 386)
	<b>\$ 144,088</b>	<b>\$ 91,479</b>

## The Canterbury Branch of the Muscular Dystrophy Association of New Zealand

### Statement of Service Activity

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*Mandatory disclosures according to s.4 of PBE SFR-A (NFP)*

#### Outcomes

##### 2021

To provide information, support and advocacy to all people living with Muscular Dystrophy/Neuromuscular conditions and their whanau/family living in the Canterbury, Tasman, Nelson, Marlborough and West Coast regions.

#### Outputs

##### 2021

1 Luncheons, 20 participants  
 26 Support Groups events with approx. 238 participants  
 1 Picnic, 7 participants  
 28 New Clients during 2021  
 1963 Client Contacts during 2021  
 3456 Staff Hours during 2021  
 498 Branch members as at 31.12.21  
 117 External staff development hours  
 20 Fieldworker Supervision Hours  
 1900 Newsletter Sent  
 371 ReviewFacebook Followers

##### 2020

#### Outcomes

To provide information, support and advocacy to all people living with Muscular Dystrophy/Neuromuscular conditions and their family/whanau living in the Canterbury, Tasman, Marlborough and West Coast Regions.

#### Outputs

##### 2020

Luncheon- 23 participants  
 Christmas Function- 23 participants  
 6 Supports Groups, 37 participants in total

## The Canterbury Branch of the Muscular Dystrophy Association of New Zealand

### Entity Information

---

#### *Mandatory disclosures according to s.3 of PBE SFR-A (NFP)*

##### **Type of Organisation**

The Canterbury Branch of the Muscular Dystrophy Association of New Zealand is a Society under the Incorporated Societies Act 1908.

##### **Purpose of Organisation**

The mission of the branch is to identify and disseminate educational programmes, information, resources and services to people living with neuromuscular conditions and to those who may be involved in their support and care. To identify, develop and promulgate schemes, programmes and social opportunities which may be of benefit to people living with a condition. To educate the Branches wider community and create awareness of the prevalence of conditions and the impact on the lives of people living with a condition. To educate the Branches wider community about, and lobby and advocate locally for changes to attitudes, policies, funding, environments, support and clinical services where these impact detrimentally or sub-optimally on the quality of life, independence, choices and rights of people living with a neuromuscular condition. to create and foster local communities of interest and support for people living with a condition including opportunity to participate in the influence the affairs of the Branch. To collaborate with and assist the Association in the attainment of the Association's objects.

##### **Organisation Structure**

The Branch is governed by an Executive Committee who are elected at the Annual General Meeting. The Executive Committee consists of at least a Chairperson, Treasurer, Secretary and three other committee members. A representative from this committee also sits on the National Council of the Muscular Dystrophy Association which is based in Auckland. The Committee meets monthly. The Branch employs two fieldworkers and one office administrator.

##### **Main Sources of Funds**

The Main Sources of funds for the organisation are grants from philanthropic and government funders, donations from members , donations from the general public and funding from MDA National Office

##### **Main Methods of Fundraising**

The organisation regularly applies to philanthropic or government funders for grants and donations.

The organisation holds fundraising events for members and the general public.

## The Canterbury Branch of the Muscular Dystrophy Association of New Zealand

### Entity Information

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#### Volunteers and in-kind Donations

The organisation depends on voluntary work for some of its activities. The Executive Committee are also volunteers.

#### Contact Details

Physical Address: Virtual Office, Christchurch Community House, 301 Tuam Street, Christchurch Central 8110

Postal Address: P O Box 80025, Riccarton, Christchurch 8440

Phone/Fax: Phone (03) 3778010; Freephone 0800 463 222

Email/Website: [www.mda.org.nz](http://www.mda.org.nz)

Facebook : [facebook.com/MdaCanty/](https://facebook.com/MdaCanty/)

Instagram: [instagram.com/mdacanterbury/](https://instagram.com/mdacanterbury/)

Twitter: [twitter.com/mdacanterbury](https://twitter.com/mdacanterbury)

## The Canterbury Branch of the Muscular Dystrophy Association of New Zealand

### Statement of Accounting Policies

---

#### 1 Basis of Preparation

The Canterbury Branch of the Muscular Dystrophy Association of New Zealand New Zealand is eligible and has elected to apply accounting standard PBE SFR-A(NFP) because it is not publicly accountable, is not large, and has annual expenditure of less than \$2,000,000.

Transactions are reported on an accrual basis where expenditure is matched to the income funding it. The Financial Statements contained within this report have been prepared on the assumption that the organisation will continue operating for at least 12 months after Balance Date.

The entity is a branch of the Muscular Dystrophy Association of New Zealand ("national office"). For the purpose of these accounts, transactions between the national office and the Canterbury branch are treated as though they were transactions with an external entity (i.e. operational rather than capital transactions). These financial statements should be viewed in conjunction with the consolidated financial statements of the national office.

#### 2 Taxation

As a Registered Charity the organisation is exempt from Income Tax.

The organisation is registered for GST, and all figures are shown exclusive of GST with the exception of Payables and Receivables disclosed in the Statement of Reserves.

#### 3 Fixed Assets

Depreciation rates are calculated to allocate the cost of property, plant and equipment assets less their estimated residual values, over their estimated useful lives at rates determined by the Committee.

Motor Vehicles: 26-30% DV

Machinery: 20-30% DV

Office Equipment: 20-67% DV

#### 4 Grants

Unexpended portions of grants with restrictions on how they can be used, and which must be repaid if not used, are recognised as liabilities. Only the expended part of grants is recognised as Funds Received.

#### 5 Changes in Accounting Policies

All accounting policies have been applied consistent with previous years.



## The Canterbury Branch of the Muscular Dystrophy Association of New Zealand

### Notes to the Accounts

#### 6 Grants Received and Expended

The Canterbury Branch of the Muscular Dystrophy Association of New Zealand has received and expended the following grants, with thanks:

##### *a. Grants which must be returned if unused*

2021				
	Unspent as at beginning of year	Received	Applied	Unspent as at end of year
The Rehabilitation Welfare Trust	\$ 837	\$ 1,000	\$ 1,530	\$ 306
NZ Lottery Grants	\$ 14,913	\$ 15,000	\$ 14,913	\$ 15,000
Rata Foundation	\$ 10,371	\$ 30,000	\$ 30,971	\$ 9,399
South Canterbury Trust	\$ 214	\$ 1,500	\$ 214	\$ 1,500
Lion Foundation	\$ 5,683	\$ 8,000	\$ 5,737	\$ 7,946
Marlborough District Council	\$ 2,174	\$ -	\$ 586	\$ 1,588
Christchurch City Council	\$ 3,000	\$ 3,000	\$ 6,000	\$ -
COGS - Christchurch & Bank Peninsula	\$ -	\$ 4,000	\$ 1,014	\$ 2,986
COGS - Aoraki		\$ 1,000	\$ -	\$ 1,000
COGS - Canterbury Rural		\$ 4,000	\$ 4,000	\$ -
COGS - West Coast		\$ 2,000	\$ 904	\$ 1,096
DIA Ethnic communities Development Fund	\$ -	\$ 10,000	\$ 10,000	\$ -
Four Winds Foundation	\$ -	\$ 2,500	\$ 2,500	\$ -
Kiwi Gaming - CERT	\$ -	\$ 10,000	\$ 10,000	\$ -
Mainland Foundation	\$ -	\$ 6,000	\$ 3,000	\$ 3,000
Network Tasman Charitable Trust	\$ -	\$ 2,000	\$ -	\$ 2,000
Pub Charity	\$ -	\$ 10,000	\$ 10,000	\$ -
Redwood Trust	\$ -	\$ 900	\$ 56	\$ 844
<b>Totals</b>	<b>\$ 37,190</b>	<b>\$ 110,900</b>	<b>\$ 101,425</b>	<b>\$ 46,665</b>
Accounts Payable	\$ -	\$ -	\$ -	\$ -
<b>Total Grants</b>	<b>\$ 37,190</b>	<b>\$ 110,900</b>	<b>\$ 101,425</b>	<b>\$ 46,665</b>

2020				
	Unspent as at beginning of year	Received/ Returned	Applied	Unspent as at end of year
The Rehabilitation Welfare Trust	\$ -	\$ 1,200	\$ 363	\$ 837
COGS	\$ 4,867	\$ 4,000	\$ 8,867	\$ -
NZ Lottery Grants	\$ 3,250	\$ 15,000	\$ 3,337	\$ 14,913
Rata Foundation	\$ -	\$ 45,000	\$ 34,629	\$ 10,371
South Canterbury Trust	\$ -	\$ 300	\$ 86	\$ 214
Southern Trust	\$ 675	\$ -	\$ 675	\$ -

One Foundation	\$ 5,922	(\$ 808)	\$ 5,114	\$ -
Aoraki Foundation	\$ 987	(\$ 146)	\$ 841	\$ -
Lion Foundation	\$ 7,000	\$ 7,000	\$ 8,318	\$ 5,683
Marlborough District Council	\$ -	\$ 2,174	\$ -	\$ 2,174
Christchurch City Council	\$ -	\$ 3,000	\$ -	\$ 3,000
Four Winds Foundation	\$ -	\$ -	\$ -	\$ -
<b>Totals</b>	<b>\$ 22,701</b>	<b>\$ 76,720</b>	<b>\$ 62,231</b>	<b>\$ 37,190</b>
Accounts Payable	\$ -	\$ -	\$ -	\$ -
<b>Total Grants</b>	<b>\$ 22,701</b>	<b>\$ 76,720</b>	<b>\$ 62,231</b>	<b>\$ 37,190</b>

## 7 Fixed Assets

### a. Depreciable Assets

2021				
Asset Class	Book Value 2020	Additional and Disposal	Depreciation	Book Value 2021
Motor Vehicles	\$ 6,147	(\$ 3,119)	\$ 909	\$ 2,120
Office Equipment	\$ 1,640	\$ 7,133	\$ 3,698	\$ 5,076
Machinery	\$ 2,672		\$ 535	\$ 2,138
Furniture & Fittings	\$ 1,028		\$ 158	\$ 870
<b>Total</b>	<b>\$ 11,488</b>	<b>\$ 4,015</b>	<b>\$ 5,300</b>	<b>\$ 10,203</b>

2020				
Asset Class	Book Value 2019	Additional and Disposal	Depreciation	Book Value 2020
Motor Vehicles	\$ 8,782	\$ -	\$ 2,635	\$ 6,147
Office Equipment	\$ 3,829	\$ -	\$ 2,189	\$ 1,640
Machinery	\$ 3,340	\$ -	\$ 668	\$ 2,672
Furniture & Fittings	\$ -	\$ 1,186	\$ 158	\$ 1,028
<b>Total</b>	<b>\$ 18,333</b>	<b>\$ 1,186</b>	<b>\$ 4,981</b>	<b>\$ 11,488</b>

## 8 Contingent Liabilities, Commitments and Guarantees

There have been no contingent liabilities or commitments or guarantees as at the end of the financial year (2020: nil).

## 9 Related Parties

There have been no reportable Related Party transactions during the reporting year (2020:nil).

## 10 Donated Fixed Assets

There were no donated assets in 2020 and 2021.

**11 Events after Balance Date**

The Canterbury Branch of Muscular Dystrophy Association has been taking over the financial and service activities of the Southern Regions Branch of the Muscular Dystrophy Association, effective 1 January 2022, and renamed itself to "The SOuth Island/Te Wai Pounamu Branch of the Muscular Dystrophy Association of NZ Inc". The Southern Regions branch is a local branch of the Muscular Dystrophy Association of New Zealand, which has been reporting separately to the Charities Register. The Net Assets of the Southern Regions branch at 31 December 2021 amount to \$63,870.

**12 Movements in Reserves**

	<b>2021</b>	<b>2020</b>
	<b>\$NZ</b>	<b>\$NZ</b>
Opening Balance	\$ 56,263	(\$ 22,144)
Funds Accumulated During Year	<u>\$ 40,681</u>	<u>\$ 78,408</u>
Closing Balance	<b>\$ 96,944</b>	<b>\$ 56,264</b>

**13 Accrued Wages****2020**

The National Office wrote off \$42,773+GST owed by Canterbury Branch for unpaid wages invoices during the 2020 financial year.

**14 Bank accounts / Debit cards**

	<b>2021</b>	<b>2020</b>
	<b>\$NZ</b>	<b>\$NZ</b>
Westpac Cheque Account	\$ 28,233	\$ 91,779
Westpac Camp Cheque Account	\$ -	\$ 29
Westpac Online Saver	\$ -	\$ 27
Westpac Online Saver-Camp	\$ -	\$ 22
TSB Bank Account	\$ 114,463	\$ -
Denit Cards	<u>\$ 1,715</u>	<u>\$ -</u>
	<b>\$ 144,412</b>	<b>\$ 91,856</b>

## The Canterbury Branch of the Muscular Dystrophy Association of New Zealand

### Asset Depreciation Schedule

Description	Date Acquired	Original Cost	Accum	Book	Rate D.V.	Additions	Disposal	Ordinary	Asset	Accum	Book
			Depn	Value				Depn	Write-off	Depn	Value
			Dec 2020	Dec 2020						Dec 2021	Dec 2021
Car - Hyundai Sante Fe - Donated	08/12	61817	58699	3119	30%		3119	0		58699	0
Car-Hyundai GLS582	01/18	61817	58787	3029	30%			909		59696	2121
R-Series PC	03/11	2383	2379	4	48%			2		2381	2
Laptop	06/17	535	478	57	48%			27		505	30
Reference Books	01/12	1087	941	146	20%			29		971	116
Two Degrees Mobile	10/18	393	357	36	67%			24		381	12
Cough Assist x 2	12/09	14211	13051	1160	20%			232		13283	928
Cough Assist x 2	10/10	15088	13575	1513	20%			303		13878	1210
Asus Laptop	12/19	1651	860	791	50%			396		1256	396
Apple 10.2in iPad WIFI 128GB	12/19	635	437	198	67%			133		570	65
Apple 10.2in iPad WIFI 128GB	12/19	635	437	198	67%			133		570	65
Apple 10.2in iPad WIFI 128GB	12/19	677	467	211	67%			141		608	69
Outdoor Furniture	05/20	1186	158	1028	20%			158		316	870
Apple iPhone 11	06/21				67%	981.74		648		648	334
Apple iPhone 11	06/21				67%	981.74		648		648	334
Apple iPhone 11	06/21				67%	981.74		648		648	334
Academy Signs	07/21				33%	1590		265		265	1325
Macbook air 13 M1	08/21				48%	1521		304		304	1217
iPad air 64GB	08/21				67%	869		243		243	626
apple pencil 2nd gen	08/21				67%	209		58		58	150
		<b>162114</b>	<b>150627</b>	<b>11488</b>		<b>7133</b>	<b>3119</b>	<b>5300</b>	<b>0</b>	<b>97227</b>	<b>10204</b>



## Certificate of Incorporation

**THE SOUTH ISLAND (TE WAIPOUNAMU) BRANCH OF THE MUSCULAR  
DYSTROPHY ASSOCIATION OF NEW ZEALAND INCORPORATED**

**400741**

**NZBN: 9429042856344**

This is to certify that THE CANTERBURY BRANCH OF THE MUSCULAR DYSTROPHY ASSOCIATION OF NEW ZEALAND INCORPORATED was incorporated under the Incorporated Societies Act 1908 on the 11th day of July 1988 and changed its name to THE SOUTH ISLAND (TE WAIPOUNAMU) BRANCH OF THE MUSCULAR DYSTROPHY ASSOCIATION OF NEW ZEALAND INCORPORATED on the 28th day of January 2022

Registrar of Incorporated Societies  
28th day of January 2022



To check the validity of this certificate visit  
<https://app.businessregisters.govt.nz/sber-businesses/verify/9429042856344/IncorporatedSociety-35944120.html>

**RSA Rangiora RSA Club Inc.**

82 Victoria Street  
RANGIORA 7440

rangiorarsa@gmail.com

Ph: 03 313 7123

**Tax Invoice**

**Invoice: 00031196**  
**Date: 28/07/2021**

GST Reg. 013982716

**Bill To:**

Muscular Dystrophy  
PO Box 80025  
Riccarton CHCH 8440  
Attn: Vivenne

DESCRIPTION	AMOUNT
Catering 13 @ \$7	\$79.13
Catering from 30 June left off INV 2 @ \$7	\$22.61
<b>Comment:</b> <i>Wednesday 28th July 2021</i>	

**Bank Details**

**Rangiora RSA Club (INC)**

**BNZ Rangiora 02 0876 0017229 00**

**Please use INV No: as Reference**

<b>Your Order:</b>	GST:	\$15.26
	Total Inc GST:	\$117.00
	<b>Balance Due:</b>	<b>\$117.00</b>
<b>Terms: Payment due within 7 days</b>		



Rangiora RSA

Support Groups Photos



**Emily Cameron**

---

**From:** Vivienne Fitzgerald <southern@mda.org.nz>  
**Sent:** Tuesday, 22 March 2022 2:06 PM  
**To:** IM Staff  
**Subject:** Funding Application  
**Attachments:** QD-GOV-Form-008-Rangiora-Ashley-Discretionary-Grant-Application-Form-2021-2022.pdf; Cover Letter.pdf; 2021 Southern Region Reviewed Financials.pdf; Approved Budget.pdf; Canterbury MD Financials 2021.pdf; Certificate of Incorporation of Incorporated Society.pdf; 08-03 Rangiora RSA 00031196 \$117.00.pdf; Support Group Photos.pdf

[THIS EMAIL IS FROM AN EXTERNAL SOURCE] DO NOT CLICK links or attachments unless you recognise the sender email

Hi,  
Attached is our application for funding in the Rangiora region. I have attached all other relevant documents to support our request.  
Please note that I have attached two lots of financials, we have this year amalgamated the two South Island branches into one branch, therefore we have to supply both branches' financials. The Canterbury Branch 2021 financials are currently being reviewed by Community Capacity Accounting in Christchurch.  
Please don't hesitate to contact me if you require any further information.

Ngā mihi nui,

Nā Vivienne



Vivienne Fitzgerald  
South Island Coordinator



**Mobile:** 022 304 6840 | **Ph:** 0800 463 222 | **Email:** [southern@mda.org.nz](mailto:southern@mda.org.nz)  
**Web:** [www.mda.org.nz](http://www.mda.org.nz) | **Post:** PO Box 80025, Riccarton, Christchurch 8440  
**Charities:** CC20105 | [givealittle.co.nz/org/muscular dystrophy canterbury](http://givealittle.co.nz/org/muscular dystrophy canterbury)

**Supporting people affected by neuromuscular conditions for over 60 years**

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To Rangiora - Ashley Community Board



Groups applying for Board Discretionary Grants 2021/2022

Name of Group: Cust & Districts Historical Records Soc. Inc.

Address: P.O. Box 110 Cust 7444

Contact Person within Organisation: Bernard Kingsbury

Position within Organisation: President

Contact phone number: 03-3125839 Email: ingleside.cust@gmail.com

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

To scan historic booklet of 372 pages and cover and to then have 50 books printed with a perfect bind and cover.

What is the timeframe of the project/event date? Printing & scanning 2 months. Selling books indefinite period

Overall Cost of Project: 2,760.00 Amount Requested: 665.00 for scanning

How many people will directly benefit from this project? Many N2 wide.

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

- People with disabilities (mental or physical)  
  Cultural/ethnic minorities  
  District  
 Preschool  
  School/youth  
  Older adults  
  Whole community/ward N2 wide

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): Interest N2 wide as these were National events

If this application is declined, will this event/project still occur?  Yes    No

If No, what are the consequences to the community/organisation?

WAIMAKARIRI DISTRICT COUNCIL

RECEIVED: 29 MAR 2022

To: Thera

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

Learning about the history of the N2 Motorcycle Grand Prix races at Cust 1936-1963.



What is the benefit(s) to your organisation?

To inform and promote the historic motorcycle races once held annually at Cust. Small income from sale of books.

What are the benefit(s) to the Rangiora-Ashley community or wider district?

Publication of a historic and factual book on the former N2 Grand Prix races at Cust, 1936-1963.

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 or intend to apply to for funding this project and amount applied for this project:

Will apply to the Oxford Lions Club depending on whether the Ward committee can help with funding. The Lions have not been able to do fundraising due to Covid restrictions so probably cannot help.

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:

\_\_\_\_\_

Enclosed  Financial Balance Sheet and Income & Expenditure Statement  
(compulsory - your application cannot be processed without financial statements)  
 Supporting costs/quotes  
 Other supporting information

- I am authorised to sign on behalf of the group/organisation making this application.  
 I declare that all details contained in this application form are true and correct to the best of my knowledge.  
 I accept that successful applicants will be required to report back to the Community Board by completing a simple Accountability Report.  
 I accept that information provided in this application may be used in an official Council report available to the public.

**Please note:** If submitting your application electronically, entering your name in the signature box below will be accepted as your signature:

Signed: BS Kingbury Date: 25th March 2022.



# NEW ZEALAND GRAND PRIX

UNDER N.Z.A.C.U. CONTROL

*Cover page  
of book for  
your information.*

# EUST

BY COURTESY OF THE RANGIORA COUNTY COUNCIL

SEE

**NEW ZEALAND'S FOREMOST RIDERS IN ACTION**  
AND 30 OTHER TOP FLIGHT RIDERS BATTLING FOR THE SENIOR TROPHY

1936 -



1963

ENJOY

A Picnic Day on a Natural Grandstand — Safe Spectator Areas for Children

# EAST EUSTORY

FIRST RACE COMMENCES AT 10 a.m.

TRANSPORT BUSES LEAVE DALGETY'S, CATHEDRAL SQUARE, 8-15 to 10 a.m. as required



Cust & Districts Historical Records Society Inc.

Financial statement for the year ending 31st March 2021

receipts		payments	
Opening Balance 31-3-2020	4372 78	GST.	269 64
G S.T. Payable	21 51 ^	power	763 09
Subs	60 87 ^	maintenance	1035 05
Donations	1129 40 ^	to account 25	120 00 ^
Grant	1203 91 ^	to account 26	180 00 ^
Sales	82 62 ^		2367 78
G.S.T. recieved	229 27 ^		
Interest	1 11 ^		
	7101 47 ^		
Payments	2367 78 ^		
	4733 69 ^		
last years unrepresented cheque	877 80 ^		
Final Balance 30 March	5611 49 ^		
2021 account 0674010495			

account 0674010495725

Opening Balance	5182 39 ^		
from ch account	120 00 ^		
	5302 39	Total Monetary assets	
Interest	2 38 ^		
Closing Balance	5304 77 ^	Cheque account	5611 49
		account 25 insurance	5304 77
		account 26 management	4639 50
account 0674010495726		Term deposit	12747 42
Opening Balance	4457 44 ^	Plant museum	20 00
from ch account	180 00 ^	Total	28323 18 ^
	4637 44		
Interest	2 06 ^		
Closing Balance	4639 50 ^		

Term deposit	
Opening Balance	12423 52 ^
Interest	323 90 ^
Closing Balance.	12747 42 ^

A Riley  
21/6/21



Anna Riley  
P O Box 131  
Cust 7444

**Independent Accountant's Report**

**To the members of the Cust & Districts Historical Records Society Incorporated**

I have reviewed the records of Cust & Districts Historical Records Society Incorporated for the year ended 31 March 2021.

A review is limited primarily to an analytical review of financial data and thus provides less assurance than an audit. I have not performed an audit and, accordingly, I do not express an audit opinion.

I have no other relationship with Cust & Districts Historical Records Society Incorporated.

Based on my review, nothing has come to my attention that causes me to believe that the figures reported do not fairly reflect the financial position of Cust & Districts Historical Records Society Incorporated as at 31 March 2021, and the results of its operations for the year ended on that date.

**Anna Riley**  
**Chartered Accountant**  
23<sup>rd</sup> June 2021

**Application for funding towards scanning a historic book.**

The Cust and Districts Historical Records Society Inc. propose to scan and print the original photocopied booklet about the history of the NZ Grand Prix motorcycle races which were held at Cust 1936-1963. The books would be bound and have quality pages for the print and photos. Our Society purchased the copyright for publishing these books in 2010.

Would your Ward committee be able to assist with funding towards the scanning cost of \$665.00 for scanning 372 pages of print and photos?

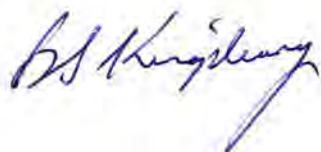
The book contains copies of the programs of every race plus the newspaper reports of the races and photos. It also has a list of every rider, the race they were in, their number and the motorcycle make and cc rating they rode. At the end of the book there are also lists of the riders who entered in the 5 reunion races that were held 1983-1993.

There is still considerable interest in the former races which were held at Cust on a road circuit. Cust was known throughout New Zealand for these annual races and in the 1950s around 20,000 people attended them. Our Society think that this project to print 50 books is a worthwhile project as the former books were only photocopied and not very clear. There are now no available copies anywhere of the original 100 books which were copied about 25 years ago.

Our members are all volunteers and raising money for this project is difficult as most of our income comes from donations from visitors coming into our museum.

I trust your committee will favorably consider this application.

Bernard Kingsbury. President.





## QUOTE

Cust & District Historic Records

**Date**

23 Mar 2022

**Expiry**

20 Apr 2022

**Quote Number**

QU-0350

**Reference**

Burnard K

**GST Number**

100-588-587

Wilson Print Ltd

341c Flaxton Road

Southbrook

PO Box 348

RANGIORA 7440

P. 03 313 7208

Description	Quantity	Unit Price	Amount NZD
50 x A4 Books Perfect Bind 372 pages + Cover 300gsm Cover, colour, single sided and laminate 128 gsm Inner pages, black and double sided	50.00	34.70	1,735.00
Graphic design - scan all inner pages and setup for print, plus reset the cover for perfect binding - hourly rate \$95 Estimate 5-7 hrs	7.00	95.00	665.00
		Subtotal	2,400.00
		TOTAL GST 15%	360.00
		<b>TOTAL NZD</b>	<b>2,760.00</b>

### Terms

Note the design time is our best estimate due to the uniqueness of the job  
Will liaise with the client during the process

## Board Funding for the 2019/20 Financial Year

Meeting considered	Group	Project	Accountability Received	Amount Granted	Running Balance
		allocated 10,630 - previous year all spent			\$ 10,630.00
Jul-19	The Rangiora Festival Charitable Trust	Waimakariri Winter Festival	27.01.2020	\$500	\$ 10,130.00
Jul-19	R13 Youth Development Trust	Community Youth Programmes		\$500	\$ 9,630.00
Aug-19	Reflections Community Trust	Advertising costs for the 2019 Light Party	15/01/2020	\$184	\$9,446.00
Aug-19	Fernside School	Books for the library		0	9446
Sep-19	Southbrook School	Outdoor food garden	27.05.2020	\$ 500.00	\$ 8,946.00
Sep-19	NC Neighbourhood support	Promotional gazebo		\$ 500.00	\$ 8,446.00
Oct-19	NIL				8446
Nov-19	North Canterbury Scout Jamboree	Attendance Jamboree	16/04/2020	\$500	\$ 7,946.00
Nov-19	Trinity Methodist Mainly Music Group	Towards the cost of replacing their computer	17.06.2020	\$500	\$ 7,446.00
Nov-19	North Canterbury Basketball	Purchasing of first aid kits	18.08.2020	\$404	\$ 7,042.00
Dec-19	NIL				7042
Jan-20	NIL				7042
Feb-20	Rangiora Playcentre	Additional equipment for fort and stain	21/08/2020	\$500	\$ 6,542.00
Feb-20	Citizens Advice Bureau	Purchase of a laptop computer		\$ 500.00	\$ 6,042.00
Mar-20	Validus Charitable Trust	Seeding funding		\$0	\$ 6,042.00
Mar-20	Presbyterian Support Upper Sou	<b>Withdrawn</b> Cost of hosting Living Well in Waimakariri			\$ 6,042.00
Mar-20	North Canterbury Pride	<b>Withdrawn</b> Cost of hosting picnic			\$ 6,042.00
Apr-20	Waimakariri Arts Trust - Kaiapoi	<b>Withdrawn</b> Towards Advertising			\$ 6,042.00
Apr-20	NIL				\$ 6,042.00
May-20	NIL				\$ 6,042.00
Jun-20	Rangiora Croquet Club	Cost of Herbicides	7/01/2021	\$500	\$ 5,542.00
Jun-20	North Loburn Home and School Association	Towards maintenance of community swimming pool	3/10/2021	\$500	\$ 5,042.00

## Board Funding for the 2020/21 Financial Year

Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
		Council Allocation 10,630 + Carry forwards \$5,000 = \$15,630				\$ 15,630.00
8-Jul	No applications considered					
12-Aug	No applications considered					
9-Sep	Reflections Community Trust	Advertising	Decline	\$460	\$0	\$ 15,630.00
9-Sep	North Canterbury Indoor Bowls	Hall hire		\$800	\$500	\$ 15,130.00
14-Oct	Ashley Playcentre	Sandpit toys	5/05/2021	\$500	\$500	\$14,630.00
14-Oct	North Loburn School	Equipment and compost	25/03/2021	\$494	\$494	\$ 14,136.00
14-Oct	Cust-West Eyreton Playcentre	Tablet and Artwork	18.06.2021	\$500	\$500	\$ 13,636.00
14-Oct	Waimakariri Combined Friendship Club	Subsidise a day to Ashburton	Decline	\$500	\$0	\$ 13,636.00
14-Oct	Community Wellbeing North Canterbury Trust	Dishwasher		\$500	\$500	\$ 13,136.00
14-Oct	SeniorNet North Canterbury	Internet Banking Seminar	18.02.2021	\$120	\$120	\$ 13,016.00
11-Nov	Rangiora Toy Library	Pikler Triangle	11.03.2021	\$494	\$494	\$ 12,522.00
9-Dec	Southbrook Netball Club	Hall hire	10.05.2021	\$300	\$300	\$ 12,222.00
9-Dec	North Canterbury Athletic Club	Hall hire and storage	18.12.2020	\$1,139	\$500	\$ 11,722.00
12-Feb	Oxford Community Trust	costs for hosting a Wellbeing Networking Retreat	17.06.21	\$ 500.00	\$500	\$ 11,222.00
12-Feb	North Canterbury Pride	Host LGBTIQ social event		\$250	\$250	\$ 10,972.00
10-Mar	Waimakariri Arts Trust	Towards Advertising costs		\$500	\$500	\$ 10,472.00
10-Mar	The Hope Community Trust	Towards purchase of a lawn mower.		\$500	\$500	\$ 9,972.00
10-Mar	SeniorNet North Canterbury	Towards the cost of Internet Banking seminars	10.06.2021	\$100	\$100	\$ 9,872.00
10-Mar	TimeBank Waimakariri Inc	Towards co-hosting Back to Basics Waimakariri		\$500	\$500	\$ 9,372.00
14-Apr	Rangiora Menz Shed	Towards the purchasing of a bench top router		\$500	\$500	\$ 8,872.00



### Board Funding for the 2020/21 Financial Year

Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
12-May	North Canterbury Basketball	Towards the purchase of a manual score bench and sore cards		\$489	\$489	\$ 8,383.00
12-May	Fernside Netball Club	Towards the purchase of equipment bags		\$525	\$525	\$ 7,858.00
9-Jun	Okuku Pony Club	Towards the purchase of new jump rails		\$500	\$500	\$ 7,358.00
9-Jun	NC Federation Womens Institute	cost of hall hire and craft supplies		\$260	\$260	\$ 7,098.00

## 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 being contributed. The more information you as a group can provide on the project and benefits to participants the better informed the Board is. You are welcome to include a cover letter as part of your application. The decision to grant funds is the sole discretion of the Board.

The Board cannot accept applications from individuals. All funding is paid to non-profit community based 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. This is one of the reasons the Board requires a copy of your financial profit/loss statements and balance sheet for the previous/current financial year. Staff cannot process your application without financial records.

The Board encourages applicants, where practically possible, to consider using local businesses or suppliers for any services or goods they require in their application. The Board acknowledges that this may result in a higher quote.

It would be helpful to the Board to receive an expense summary for projects that cost more than the grant being requested to show the areas where funds are being spent and a paragraph on what fund raising the group has undertaken towards the project, or other sources considered (ie voluntary labour, businesses for supplies).

Examples (but not limited to) of what the Board cannot fund:	Examples (but not limited to) of what the Board can fund:
✗ Wages	✓ New equipment
✗ 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	

Continued over page

## Criteria for application

- Grant applications will be considered every month by the Rangiora-Ashley Community Board. Applications are recommended to be received three weeks prior to Board meeting dates for processing.
- Grant funding will not be allocated for events/projects that have already occurred.
- Generally funding grants will be a maximum of \$500 in any one financial year (July 2021 to June 2022) but the group can apply up to twice in that year, providing it is for different projects.
- The grant funding is limited to projects within the Board area or primarily benefiting the residents of the ward.
- Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.
- Priority is to be given to groups with strong links with the Rangiora-Ashley community.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit a 1-2 page summary balance sheet and an income and expenditure statement which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received.
- Where possible, or feasible, applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Rangiora-Ashley Community Board.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government funding.
- The Board supports a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- An Accountability Form must be provided to the Council outlining how the funds were applied, within three months after the event or completion of the project, when funds are spent. A new application will not be accepted until the Council receives the Accountability Forms for previous funding granted. The group should maintain accurate records around the grant including, but not limited to: receipts, banks statements and invoices. In the event that funds are not spent on the project or activity applied for, the recipient may be required to return the grant funding to the Council.
- If the activity/event for which funds have been granted does not take place **or** if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.

## What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) to:

### Post to:

Governance Team  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7440

### Or hand deliver to:

- Oxford Library & Service Centre, 34 Main Street, Oxford
- Rangiora Service Centre, 215 High Street, Rangiora
- Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi

**Email:** records@wmk.govt.nz

## What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board's decision and if successful an invoice and your organisation's bank account details will be requested.
- On receipt of this information payment will be processed to your organisation's bank account.

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

**FILE NO and TRIM NO:** GOV-26-09-06 / 220322042309

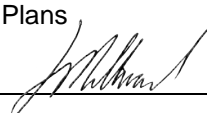
**REPORT TO:** RANGIORA-ASHLEY COMMUNITY BOARD


**DATE OF MEETING:** 13 April 2022

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

**SUBJECT:** Ratification of the Rangiora-Ashley Community Board's submission to the Waimakariri District Council and Environmental Canterbury's Draft 2022/23 Annual Plans

**SIGNED BY:**

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

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

**1 SUMMARY**

The purpose of this report is to retrospectively ratify the Rangiora-Ashley Community Board's (the Board) submissions to the Waimakariri District Council's and Environmental Canterbury's (ECan) 2022/23 Draft Annual Plan.

Attachments:

- i. The Rangiora-Ashley Community Board Submission to the Waimakariri District Council Draft Annual Plan 2022/23 (Trim Ref: 220317038788).
- ii. The Rangiora-Ashley Community Board Submission to Environmental Canterbury's Draft Annual Plan 2022/23 (Trim Ref: 220322042316).

**2 RECOMMENDATION**

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

- (a) **Receives** report No. 220322042309.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council Draft Annual Plan 2022/23 (Trim Ref: 220317038788).
- (c) **Retrospectively ratifies** its submission to Environmental Canterbury's Draft Annual Plan 2022/23 (Trim Ref: 220322042316).

**3 BACKGROUND**

- 3.1 The submission period for the Council's draft Annual Plan 2020/21 closed on 4 April 2022, and submission period for ECan's draft Annual Plan 2020/21 closed on 3 April 2022. The Board met via Zoom to discuss the content of its submissions on Wednesday 16 March 2022, thereafter drafts were circulated to Board members for their further input. The finalised drafts submission was approved by the Chair on 25 March 2022 and lodged on 1 April 2022.

**4 ISSUES AND OPTIONS**

- 4.1 The Board's goal is to actively participate in ECan and the Council's Annual and Long Term budget processes to ensure equitable spending across the district whilst being mindful of rates affordability.

- 4.2 As part of the Annual Plan process the Board also aims to advocate to ECan and the Council on key issues and priorities for the area.
- 4.3 Public consultation on Ecan and the Council's draft Annual Plan took place from 2 March to 3 April 2022 and 4 March 2022 to 4 April 2022 respectively.
- 4.4 The Board is now asked to retrospectively ratify the attached submissions.
- 4.5 There are no social and cultural implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.6 The Management Team have reviewed this report.

## **5 COMMUNITY VIEWS**

### **5.1 Mana Whenua**

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report.

### **5.2 Groups and Organisations**

There are no other groups and organisations, likely to be affected by, or have an interest in the subject matter of this report. Board members welcomed feedback from the community groups during the year and at meetings they attend to gauge the feelings of the community regarding rates and Council spending.

### **5.2 Wider Community**

The wider community is likely to be affected by, or have an interest in the subject matter of this report. A major publicity campaign has therefore been put in place by ECan and the Council, to request community feedback on the draft 2022/23 Annual Plans.

## **6 IMPLICATIONS AND RISKS**

### **6.1 Financial Implications**

Should the Council decide to implement some of the Board submission points, then there may be budget implications on the Council. The Board do not receive funding from sources other than the Council.

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

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

### **6.3 Risk Management**

There are no risks arising from the adoption of the recommendations in this report.

### **6.4 Health and Safety**

None.

## **7 CONTEXT**

### **7.1 Consistency with Policy**

These matters are not matters of significance in terms of the Council's Significance and Engagement Policy.

### **7.2 Authorising Legislation**

The Local Government Act (2002), states that the role of a Community Board is to represent and advocate for the interests of its community.



**7.3 Consistency with Community Outcomes**

People are friendly and caring, creating a strong sense of community in our District.

There are wide-ranging opportunities for people of different ages and cultures to participate in community life and recreational activities.

**7.4 Authorising Delegations**

The Board is required to advocate on behalf of the Community to ECan and the Council on key issues and priorities for the community area, especially through the Annual and Long Term planning and budgeting process.

**To:** The Waimakariri District Council  
**Submission:** 2022/2023 Draft Annual Plan  
**From:** The Rangiora-Ashley Community Board

**Contact:** Kay Rabe – Governance Adviser  
Email: [com.board@wmk.govt.nz](mailto:com.board@wmk.govt.nz)

**The Chairperson wishes to be heard with regard to this submission.**

The Rangiora- Ashley Community Board (the Board) thanks the Council for the opportunity to make a submission on the Draft Annual Plan 2022/2023.

**Overview**

The Board would like to congratulate the Council on its leadership during the many difficulties experienced over the last few years which include Covid-19, the impacts of the pandemic, both economic and social, and several weather events which have caused flooding and damage to the district. Overall the Council has maintained a cautious but positive outlook and through diligent management kept rates as low as it could while encouraging growth and supporting the disadvantaged.

The Board would also like to commend the Mayor and the Council on the handling of the many challenges faced by the changing environment of local government, especially the handling of the Three Waters Review and other central government reform programmes.

The Board would like to note its concern regarding the recent overspend of half a million dollars on the Ashley River Stormwater project and would request that careful attention be kept on budgets and that the current building shortages and resources be taken into account when tendering for future projects, however the Board does acknowledge the pressure the shovel ready projects have put on Council resources.

The Board would also request that more focus be given safe and well maintained gravel roads in the rural areas of the district.

**Consultation Document**

*Kaiapoi Community Hub*

The Board supports Option A and believes that this is an important facility for the Kaiapoi area with worthy groups already working in partnership with the Council to achieve a good outcome for the community.

*Kaiapoi Flooding and Stormwater*

The Board supports Option A, acknowledging that this work is critical to keep the community safe during heavy weather events.

*Service Level Changes to Roading Network*

The Board supports Option A, noting its comments in the 'Overview' above regarding gravel/shingle roads in the district. The Board would also like to note its disappointment in the retraction of funding

by Waka Kotahi and leaving the Council and the community to find the extra funding required to maintain a safe roading network.

#### *Rangiora Airfield Upgrades*

The Board strongly supports the upgrades to the Airfield given that most of the work is required for compliance and safety reasons. This facility is important not only to the town of Rangiora but to the district. By encouraging use of the airfield the town will benefit economically and promotes the area which will encourage further commercial activity both in the town and at the Airfield itself, which will provide employment opportunities for local people.

#### *Ashley Gorge Water Supply*

The Board is supportive of this work been carried out to ensure compliance of drinking water standards.

#### *Protection of Significant Natural Areas*

The Board is supportive of the increase to assist farmers in protecting significant natural areas on their land.

#### *Changes affecting Council*

The Board congratulates the Mayor and Council's intervention and lobbying in regards to the Three Waters Review and the continued work on all the Central Government's programmes that have been implemented over the last term. The Board supports the Council's commitment and dedication and increase to the Council's workload to keep abreast of the changes.

#### *Chlorination of Water Supplies*

The Board strongly supports the Council's application for exemption on having chlorinated water.

#### *Maori Land Rating Review*

The Board supports the review of the rating policy for Maori land, to ensure equity and the ability for this land to be serviced appropriately.

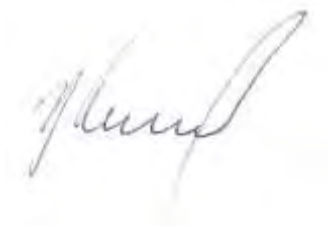
#### *Capital Programme Delivery*

The Board acknowledges the pressure to deliver the programme with limited resources and overcoming the obstacles of lockdowns and supply delays.

#### *Development Contributions, Fees and Charges*

The Board is supportive of the review of the policies governing the above, however would request that the Board have a chance to have input on any changes made especially in regard to development contributions for subdividing rural areas.

The Board thanks the Council for taking a leadership role during this time of uncertainty and hardship.

A handwritten signature in cursive script, appearing to read "Jim Gerard". The signature is written in dark ink on a light background.

Jim Gerard QSO

Chair: Rangiora-Ashley Community Board

22 March 2022

22 March 2022

To: Environment Canterbury (ECan)  
Subject: **Draft Annual Plan 2022/2023**  
From: **Rangiora-Ashley Community Board**  
Jim Gerard QSO, Chairperson  
Contact: Kay Rabe, Governance Adviser [kay.rabe@wmk.govt.nz](mailto:kay.rabe@wmk.govt.nz)  
C/- Waimakariri District Council, Private Bag 1005, Rangiora 7440.

The Rangiora-Ashley Community Board (the Board) thank you for the opportunity to comment on the Draft Annual Plan 2022/2023.

In essence the Board would like to support the Waimakariri District Council's submission on the Environment Canterbury's ECan) Draft Annual Plan 2022/2023.

The Board believes that the costs of the projects being discussed should be spread over several decades rather than expecting the present residents to bear all the costs for changes for the future, given the economic difficulties for most households due to the impacts from Covid, recent weather events and the current financial recession.

Striking a balance between 'action and affordability', is indeed the issue here. The Board believes very strongly that the rate rise of this proportion on top of last years rise is totally unacceptable.

The Board would also like to express its concern at the disproportionate rural increase given that these residents will see little in the way of benefit for their rates in the current year which concentrates on the provision of free/discounted bus fares and paying for the Ashburton flooding event.

The Board thanks you once again for the opportunity to comment.



Jim Gerard QSO  
Chairperson  
Rangiora-Ashley Community Board



**WAIMAKARIRI DISTRICT COUNCIL****MEMO**

**FILE NO AND TRIM NO:** CPR-04-30-11/220331048395

**DATE:** 13 April 2022

**MEMO TO:** Rangiora – Ashley Community Board

**FROM:** Mike Kwant – Community Projects Officer  
Sophie Allen – Water Environment Advisor

**SUBJECT:** Forestdale wetland – fencing and weed management update

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**1. Summary**

- 1.1. Fencing is progressing well at the Waimakariri District Council-owned Forestdale Wetland in Okuku as of the end of March 2022.
- 1.2. The fence will prevent feral deer browse enabling regeneration of native seedlings.
- 1.3. Weed control works in the wetland have not been commenced due to the wet summer making access impractical and more recent constraints with contractor availability due to COVID. Aim to complete prior to winter if possible but may be delayed until spring.

**2. Recommendation**

- (a) **Notes** the update on progress with fence installation at Forestdale Wetland.
- (b) **Circulates** this memo to the Waimakariri Water Zone Committee and Land and Water Committee.

**3. Background**

- 3.1. Forestdale Wetland Reserve is a 10.3 ha reserve 19km north-west of Rangiora owned by WDC, and managed by the Greenspace Unit (Figures 1 and 2). A number of ecological reports highlight Forestdale Wetland's importance for conservation due to its high natural values, and rarity in the Waimakariri District. The wetland is listed as a Significant Natural Area (SNA) site in the Waimakariri district plan.
- 3.2. An allocation of \$20,000 from the WDC Zone Implementation Programme Addendum (ZIPA) CAPEX budget was approved by the WDC Land and Water Committee towards the cost of deer fencing at Forestdale wetland in December 2020 (TRIM 201106150208).
- 3.3. Environment Canterbury is collaborating with WDC to fence and restore this significant wetland by providing ecological advice and funding.
- 3.4. Environment Canterbury has funded \$30,000 from their operational budget and \$39,000 from Canterbury regional biodiversity funding towards the fencing and weed management.



Figure 1: Location of Forestdale Wetland Reserve



Figure 2: Forestdale Wetland Reserve

#### 4. **Project Progress**

- 4.1. Fencing to keep out feral deer has progressed well at the Waimakariri District Council-owned Forestdale Wetland in Okuku as of the end of March 2022. The southern or lower boundary has been completed and a line cleared along the top terrace in preparation for fence installation on the northern boundary.
- 4.2. The final line of the fence line on the terrace has been confirmed between WDC, the neighbouring property owner and the fencing contractor. This required minor shift off the boundary due to physical site features such as water courses.
- 4.3. The fence will prevent feral deer browse and pig rooting thereby enabling regeneration of native seedlings and preventing damage to existing vegetation.



Figure 3: Deer fence installed along lower boundary of reserve

- 4.4. Weed control works in the wetland have not been commenced due to the wet summer making access impractical. The focus of this work is to remove woody weeds including cherry, willow, and elderberry as well as other weeds including blackberry and Spanish heath. Whilst the recent drier period has improved this situation, COVID is limiting the availability of contractors and will determine whether weed work will be completed prior to winter.



Figure 4: Cherry trees emerging above wetland vegetation

- 4.5. Fence installation has been project managed by Saddleback Land Management & Conservation Ltd on behalf of WDC.



**WAIMAKARIRI DISTRICT COUNCIL****MEMO**

**FILE NO AND TRIM NO:** RDG-28 / 220127009887

**DATE:** 31 March 2022

**MEMO TO:** Rangiora-Ashley Community Board

**FROM:** Shane Binder, Transportation Engineer

**SUBJECT:** Alfred Street (Farmers) Carpark – Percival Street Access

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The purpose of this memo is to inform the Rangiora-Ashley Community Board about minor changes proposed to the Percival Street access from the Farmers (Alfred Street) Carpark. These changes propose to limit traffic to one direction (outbound to Percival Street), reduce speeds, and improve safety for pedestrians crossing on the Percival Street footpath.

The Farmers (Alfred Street) Carpark occupies the middle of the Rangiora town centre block bounded by Alfred Street (north), Victoria Street (east), Queen Street (south), and Percival Street (west). The carpark is Council-operated but the land on which it sits is privately-owned. Access to the carpark is by three routes:

- Direct aisle access from Alfred Street (including a second aisle with parking reserved for Rangiora Toyota)
- Access from Victoria Street through the private carpark for the former Rangiora Bunnings Warehouse (10 Queen Street)
- Access from Percival Street via a 4.0m wide accessway running between 134 Percival Street (Rangiora Fire Station) and 138 Percival Street (Percival Street Bakery).

The existing Percival Street access is pictured below.



### *Issues and Changes*

The access from Percival Street is bounded by a building wall on the north side and a nib kerb and fence on the south side. The existing width is not sufficient for two vehicles to pass each other. However, at present, there is no access control for this accessway. The accessway also has limited sight distance to the Percival Street footpath, although a mirror has been mounted on

the Percival Street Bakery verandah to improve visibility of pedestrians. This was installed following complaints of near misses.

As shown on the attached figure (TRIM 220127009888), it is proposed to limit traffic to the inbound / eastbound direction only through use of two NO ENTRY signs and pavement markings. A judder bar is further proposed to encourage low speeds when entering the carpark.

#### *Consultation*

Staff have reviewed the proposed changes with the property owner of the carpark (Tim Freer, Mandeville Properties Ltd) as well as neighbours at the FENZ Rangiora Fire Station, Percival Street Bakery, and Rangiora Toyota. All consulted parties were comfortable with the changes proposed to the access.

#### *Costs and Impacts*

Installation of two traffic signs, two markings, and a judder bar is expected to cost approximately \$750 and can be accommodated within the road maintenance budget. All physical works can be undertaken through the Road Maintenance Contract. No other impacts are anticipated with this work.

Note that the works associated with this proposed change are unlikely to be implemented until after 1<sup>st</sup> July 2022. Note as well that this proposed change is not expected to impact or be impacted by any future changes in adjacent land use (e.g., 132 Percival Street / Freemasons site or 12 Queen Street / former Bunnings site).



**WAIMAKARIRI DISTRICT COUNCIL****MEMO**

**FILE NO AND TRIM NO:** SHW-10 / 220322042490

**DATE:** 23 March 2022

**MEMO TO:** Rangiora Ashley Community Board

**FROM:** Kitty Waghorn, Solid Waste Asset Manager

**SUBJECT:** Rural Recycling Drop-off Facilities North of Ashley River

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Two requests have come through to the Solid Waste team from the Rangiora Ashley Community Board, for our staff to consider options for providing rural recycling drop-off facilities north of the Ashley Bridge. These requests are listed below:

- Consideration to setting up a recycling depot near Loburn School to stop residents having to use the Rangiora facility and then using parking along main street with empty trailers. Information to be brought back to the Board in 2022. This was raised at the RACB meeting on 8 December 2021. (GOV-268)
- There has been a request by members of the Rangiora-Ashley Community Board that the possibility for recycling for north of the Ashley River be investigated and reported back to the Board. This was raised at the RACB meeting on 9 February 2022. (GOV-297)

Please note that the Council is due to undertake a full review of its WMMP in the 22/23 year. There are a number of nationally driven initiatives that will have a significant effect on waste management in the coming years, and these will need to be considered and addressed in the review of the WMMP.

In particular, the waste disposal levy will continue to increase annually until 2024/25, and the Waste Minimisation Act, Litter Act and the NZ Waste Strategy are currently being reviewed. The Ministry for the Environment have recently started consulting on three proposals, two of which will directly impact Council collection services:

- Container Return Scheme: A container return scheme (CRS) incentivises people to return their empty beverage containers for recycling and/or refilling in exchange for a small refundable deposit. This could increase beverage container recycling up to 85% from the current 45%. The proposal being consulted on is for beverage containers to be returned to “reverse vending machines” at retail outlets such as supermarkets, collection depots, or over-the-counter in smaller more rural areas, or they could still be placed in kerbside recycling bins.
- Improvements to household kerbside recycling: The Government is proposing to measure and improve the performance of household kerbside collections. Six proposals are being considered. Actions that improve the performance of kerbside recycling could include:
  - Requiring a standard set of materials in household kerbside recycling collection services across New Zealand. This would reduce confusion and improve the quality and quantity of collected recycling. NB we are already collecting these standard materials.

- Provide urban households with food scraps collections. This would reduce climate emissions and recycle nutrients back to the soil. “Urban households” includes households in towns with more than 1,000 residents. MfE have said that mixed organic services could continue where these are already provided, rather than be replaced by a food-only collection service. NB this may require WDC to make the organics collection service mandatory in urban areas.
  - Require reporting by both council and private-sector service providers on the quantity and type of materials collected in household kerbside collections.
  - Set councils a minimum baseline performance and a high achieving target for household kerbside diversion.
  - Consider requiring the separation of glass or cardboard and paper to improve the quality of collected paper/cardboard.
  - Require all councils to provide a kerbside dry recycling collection to urban households to make it easier for all New Zealanders to help reduce emissions and wasted resources.
- Separation of business food waste: The Government is proposing to make the separation of food waste from general waste mandatory for all businesses. The food waste diverted from landfills can be used instead to feed animals, improve soil quality, and for energy.

All of these changes will have to be factored in to the WMMP review, and are likely to result in significant amendments to the 2018 WMMP. In addition to these external changes, a range of options will be considered in the WMMP review process to look at how the Council could cost-effectively increase diversion of materials from landfill.

Rural recycling drop-off services for communities such as Ashley, Loburn and North Loburn would be just one component of these options, and staff propose to engage with our Community Boards about possible options during the review process.

Proposed changes to services that arise from the review would be included in a draft WMMP, which would be consulted on through a special consultative procedure as required under the provisions of the current Waste Minimisation Act. The outcomes from the SCP would be included in the next draft Long Term Plan for final consultation.

**WAIMAKARIRI DISTRICT COUNCIL****MEMO**

**FILE NO AND TRIM NO:** Gov-26-11-06 / 220317039166  
**DATE:** 17 March 2022  
**MEMO TO:** Rangiora-Ashley Community Board  
**FROM:** Hannah-Rose White  
**SUBJECT:** Waimakariri Bahá'í Community Planting

**PURPOSE:**

The purpose of this memo is to inform the Board of the request from the Waimakariri Bahá'í Community for the installation of a bench seat and additional plantings in Dudley Park.

**BACKGROUND:**

In 2020 the Waimakariri Bahá'í Community planted eight Thuja trees and installed one bench seat at Dudley Park. They have approached the Council to request the installation on another bench seat and additional planting.

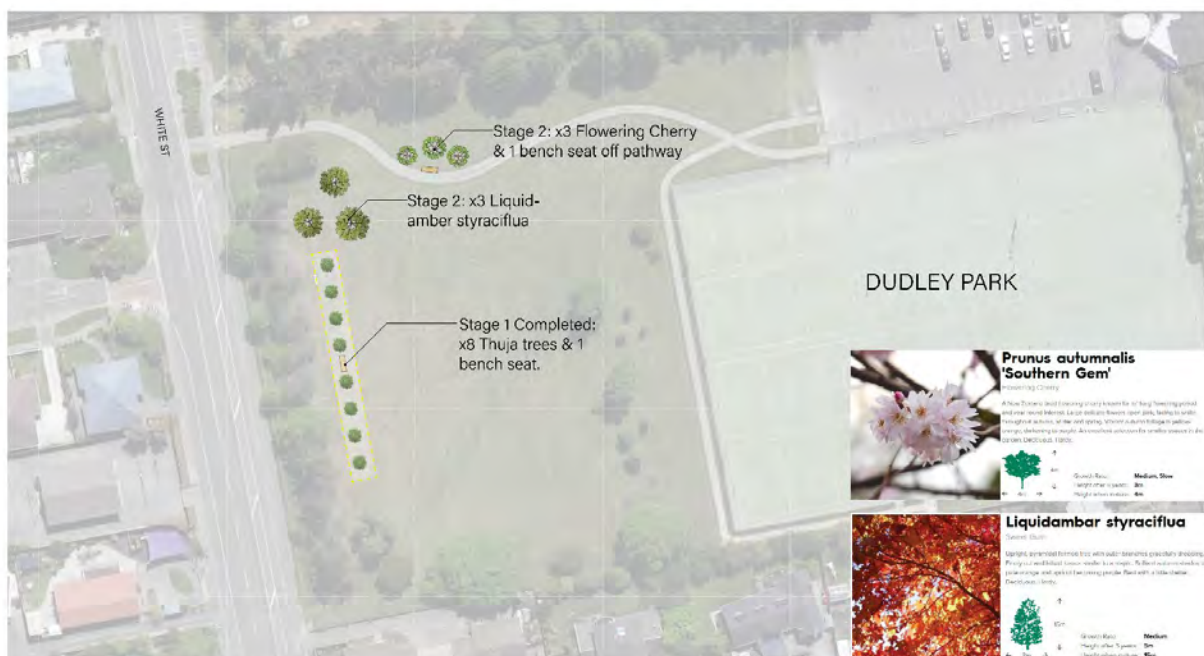
Below is the suggested landscape plan which the Waimakariri Bahá'í Community would now like to implement.

**NEXT STEPS:**

The Waimakariri Bahá'í Community will fund and source the bench seat and the suggested plants. Staff work with them on site once the additional bench seat is installed to assist with the planting.

**TIMEFRAME:**

The ideal planting season is between March and May before the winter season.

**LANDSCAPE PLAN:****STAGE 2:**

Proposed planting and seat location for Bahá'í Assembly

**WAIMAKARIRI DISTRICT COUNCIL****REPORT**

**FILE NO and TRIM NO:** GOV-26-11-06 / 220228026855

**REPORT TO:** Rangiora-Ashley Community Board

**DATE OF MEETING:** 13 April 2022

**FROM:** Jim Gerard, Chairperson Rangiora-Ashley Community Board

**SUBJECT:** Chair's Diary for April 2022

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**1. SUMMARY**

<b>DATE</b>	<b>EVENT / MEETING</b>
Tuesday 1 March	<ul style="list-style-type: none"> <li>• BNZ Divestment Evaluation Panel</li> </ul>
Thursday 3 March	<ul style="list-style-type: none"> <li>• Community Board Chairs / Mayor meeting</li> <li>• All Boards Briefing</li> </ul>
Friday 4 March	<ul style="list-style-type: none"> <li>• Pre Board meeting</li> </ul>
Monday 7 March	<ul style="list-style-type: none"> <li>• Youth Development Grant Committee</li> <li>• Southbrook Road Working Group</li> </ul>
Tuesday 8 March	<ul style="list-style-type: none"> <li>• Meeting with Grant Stephens</li> </ul>
Wednesday 9 March	<ul style="list-style-type: none"> <li>• Rangiora-Ashley Community Board Meeting</li> </ul>
Wednesday 16 March	<ul style="list-style-type: none"> <li>• Rangiora-Ashley Community Board Annual Plan workshop</li> </ul>
Monday 21 March	<ul style="list-style-type: none"> <li>• BNZ Divestment Evaluation Panel</li> </ul>
Tuesday 22 March	<ul style="list-style-type: none"> <li>• Board Chairs / Council staff briefing</li> </ul>
Wednesday 23 March	<ul style="list-style-type: none"> <li>• BNZ Divestment Panel</li> </ul>
Friday 25 March	<ul style="list-style-type: none"> <li>• District Licensing Committee</li> </ul>

2. **RECOMMENDATION**

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

- (a) Receives report No. 220405051011.

Jim Gerard QSO  
Chairperson