Woodend-Sefton Community Board

Agenda

Monday 10 July 2017

7.00pm

Woodend Community Centre
School Road
Woodend

Members:
Shona Powell (Chair)
Andrew Thompson (Deputy Chair)
Andrea Allen
John Archer
Al Blackie
Rhonda Mather
John Meyer
AGENDA FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD
TO BE HELD IN WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON
MONDAY 10 JULY AT 7PM.

Karyn Ward
Community Board Advocate

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

BUSINESS

1 APOLOGIES

2 CONFLICTS OF INTEREST

3 CONFIRMATION MINUTES
   3.1 Minutes of the Woodend-Sefton Community Board – 12 June 2017

RECOMMENDATION
THAT the Woodend-Sefton Community Board:
(a) Confirms the circulated minutes of the Woodend-Sefton Community
    Board meeting, held 12 June 2017, as a true and accurate record.

4 MATTERS ARISING

5 DEPUTATIONS FROM THE COMMUNITY

6 ADJOURNED BUSINESS
   Nil.

7 REPORTS
   7.1 Taranaki Reserve Advisory Group – D Cameron (Community Green
        Space Engagement Officer)

RECOMMENDATION
THAT the Woodend-Sefton Community Board recommends
THAT the Community and Recreation Committee:
(a) Receives report No. 170601056455
(b) Approves the proposed Terms of Reference included as attachment
    (iii) TRIM 170601056469
7.2 **Woodend Pegasus Area Strategy - Update on Implementation Actions – R McClung (Senior Policy Analyst)**

**RECOMMENDATION**

THAT the Woodend-Sefton Community Board:

(a) Receives report no. 170609059154.

(b) Notes the short and medium term actions identified in the Woodend Pegasus Area Strategy, as listed in Attachment ii, Trim No. 170609059154.

(c) Notes the progress made in implementing the short to medium term actions as signalled in Attachment ii, Trim No. 170609059154.

7.3 **Approval of the Woodend-Sefton Community Board’s Submission to the Canterbury Regional Land Transport Committee – Proposed 3 Laning Southbound of the Waimakariri Bridge – E Cordwell (Governance Advisor)**

**RECOMMENDATION**

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 170629067462.

(b) Approves the Board’s Submission to the Canterbury Regional Land Transport Committee in relation to a third lane south at the Waimakariri Bridge as part of the Christchurch Motorway extension (Trim 170620063218).

7.4 **Woodend-Sefton Community Board Discretionary Grant Fund 2017/2018 – E Cordwell (Governance Advisor)**

**RECOMMENDATION**

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 170628066644.

(d) Approves the Board’s 2017/2018 Discretionary Grant Application Criteria and Application Form

(e) Approves the Board’s 2017/2018 Discretionary Grant Accountability Form
(f) **Notes** that the Discretionary Grant funding available for the 2017/18 financial year is $2,970 plus any carry forward approved by the Council at its meeting of 4 July 2017

AND EITHER:

(g) **Approves** that grant applications will be considered by the Board at every second meeting/month from the start of the 2017/2018 financial year; being August, October and December 2017, February, April and June 2018.

OR

(h) **Approves** that grant applications will be considered by the Board at every meeting/month from the 2017/2018 financial year (July 2017 to 30 June 2018)

8 **CORRESPONDENCE**

8.1 Thank you letter from Sefton School for the Board's Discretionary Grant funding.

9 **CHAIRPERSON'S REPORT**

9.1 **Chair’s Report for 5 June - 2 July 2017**

**RECOMMENDATION**

**THAT** the Woodend-Sefton Community Board:

(a) **Receives** report No.170704068780.

10 **MATTERS FOR INFORMATION**

10.1 **Oxford-Ohoka Community Board meeting minutes – 8 June 2017** (Trim No. 170529054345)

10.2 **Rangiora-Ashley Community Board meeting minutes – 14 June 2017** (Trim No. 170609059023)

10.3 **Kaiapoi-Tuahiwi Community Board meeting minutes – 19 June 2017** (Trim No. 170616061655)

10.4 **Report back on New Zealand Community Boards’ Conference 2017 - J Ensor, S Farrell and T Robson (Board members)** – Report to Oxford-Ohoka Community Board – 8 June 2017 (Trim No. 170522051418)

10.5 **Report back on New Zealand Community Boards’ Conference 2017 - J Gerard QSO, J Hoult, S Lewis, D Lundy and C Prickett (Board members)** – Report to Rangiora-Ashley Community Board – 14 June 2017 (Trim No. 170531055432)

10.6 **Report back on New Zealand Community Boards’ Conference 2017 - J Watson, R Blair and P Redmond (Board members)** – Report to Kaiapoi-Tuahiwi Community Board – 19 June 2017 (Trim No. 170524052913)

**RECOMMENDATION**

**THAT** the Woodend-Sefton Community Board receives the information in items 10.1-10.6.

**Note:** Matters for Information were circulated to members separately.
11 MEMBERS' INFORMATION EXCHANGE

11.1 Rhonda Mather (Trim No. 170704068885)

11.2 Andrea Allen (Trim No. 170704068901)

11.3 Al Blackie (Trim No. 170704069090)

12 CONSULTATION PROJECTS

12.1 District Development Strategy
Consultation ends Friday 14 July 2017.
http://www.waimakariri.govt.nz/your-council/district-development

12.2 Cones Road Speed Limit
Consultation ends Friday 14 July 2017.

12.3 Mandeville Speed Limit Review
Consultation ends Friday 14 July 2017.

12.4 Rangiora Speed Limit Review
Consultation ends Friday 14 July 2017.

12.5 Kaiapoi East Reserve Road Access Options
Consultation ends Wednesday 2 August 2017.

12.6 Rubbish (Waste Management Minimisation Plan)
Consultation ends Friday 11 August 2017.
http://www.waimakariri.govt.nz/have-a-say/lets-talk/consultations/Lets-Talk-Rubbish

13 FOSTERING COMMUNITIES

14 REGENERATION PROJECTS

14.1 Town Centres, Woodend-Pegasus
Updates on the Woodend-Pegasus area projects are emailed regularly to Board members. These updates can be located using the link below:
14.2 **New Arterial Road, Kaiapoi**

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


15 **BOARD FUNDING UPDATE**

15.1 **Board Discretionary Grant**

Balance as at 4 July 2017: $3,790

The allocation for the 2017/2018 financial year is $3,790 including the carryover of $820 from the 2016/2017 financial year.

15.2 **General Landscaping Budget**

Balance as at 1 July 2017: $15,278.71

An update on the Board's allocation for the 2017/2018 financial year will be provided at the meeting.

16 **MEDIA ITEMS**

17 **MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

Section 48, Local Government Official Information and Meetings Act 1987

RECOMMENDATION

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

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

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<td>17.1</td>
<td>Minutes of the public excluded portion of the Woodend-Sefton Community Board meeting of 12 June 2017</td>
<td>Confirmation of minutes</td>
<td>Good reason to withhold exists under Section 7</td>
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This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:
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| 17.1    | Protection of privacy of natural persons  
          To carry out commercial activities without prejudice | A2(a)  
          A2(b)ii |

**CLOSE MEETING**

See Public Excluded Agenda (blue papers)

**OPEN MEETING**

18 **QUESTIONS UNDER STANDING ORDERS**

19 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

**NEXT MEETING**

The next meeting of the Woodend-Sefton Community Board is scheduled for 7pm, Monday 14 August 2017 at the Pegasus Community Centre.

**Workshop**

2. *Members' Forum.*  
   Opportunity for members to share potential new ideas and initiatives.
MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD TO BE HELD IN PEGASUS COMMUNITY CENTRE, 8 TAHUNA STREET, PEGASUS ON MONDAY 12 JUNE AT 7PM.

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

IN ATTENDANCE
Mayor Ayers, C Sargison (Manager, Community and Recreation), S Nichols (Governance Manager), K Stevenson (Roading Manager), T Sturley (Community Team Manager), G Barnard (Parks Community Assets Officer), G Byrnes (Te Kōhaka o Tūhaitara Trust), and E Stubbs (Minutes Secretary).

1 APOLOGIES
Nil.

2 CONFLICTS OF INTEREST
Item 7.3 - R Mather
Item 17 - A Thompson

3 CONFIRMATION MINUTES
3.1 Minutes of the Woodend-Sefton Community Board – 8 May 2017

Moved S Powell seconded R Mather
THAT the Woodend-Sefton Community Board:
(a) Amends the minutes of the Woodend-Sefton Community Board meeting held 8 May 2017 as follows:
   - Item 11.1, sixth bullet point, first sub-bullet point: remove detail on camera.
   - Item 11.5, fourth bullet point, first sub-bullet point: change to ‘Challenging the Tiritiri Moana Drive to Kaiapoi Pa Road access decision’.
(b) Confirms the circulated minutes of the Woodend-Sefton Community Board meeting, held 8 May 2017, as a true and accurate record.

CARRIED

4 MATTERS ARISING
Nil.

5 DEPUTATIONS FROM THE COMMUNITY
Nil.

6 ADJOURNERED BUSINESS
Nil.
7 REPORTS

7.1 Pegasus to Waikuku Beach Link – K Stevenson (Roading Manager)

K Stevenson advised that he had met with Te Kōhaka O Tūhaitara Trust (Trust) and visited the existing Trust walkway/cycleway between Reserve Road, Waikuku Beach and Tiritiri Moana Drive, Pegasus. Upgrading the path would provide a good connection between Waikuku Beach and Pegasus.

G Byrnes spoke about the safety of the path as being a matter of perception. From informal surveys conducted at entrance points to the path, respondents had been unanimous in advising they felt safe. There were many regular users of the path including Trust volunteers; recreational runners, cyclists and walkers; families; and students from Pegasus School. To improve the feeling of safety at Tiritiri Moana Drive a number of simple measures could be undertaken, for example, removing and/or pruning back trees at the path entrance and sewerage ponds.

G Byrnes added that there would also be changes when the forestry harvest was completed which would open the area and allow pockets of native plants and trees to be established. In addition, cameras could be intermittently placed around the park.

K Stevenson advised that the upgrade would be a wide, all weather path, as well as repair and upgrade work along Tiritiri Moana Drive, Pegasus.

A Thompson asked about cutting the fence to Kaiapoi Pa Road for cyclists and walkers. R Mather advised the matter was ongoing.

S Powell asked if the carpark could be improved with gravel. G Byrnes responded that it would require discussion with the Council.

S Powell asked if the path along Tiritiri Moana Drive, Pegasus would be widened. G Byrnes replied that the path was relatively wide, however the vegetation on either side required maintenance. Increased signage would also highlight that it was a link.

J Archer asked if there was any recognition of the value of pines for establishing plantings and if concerns had been raised regarding forestry extraction damaging the secondary dune system. G Byrnes invited J Archer to the site to observe the work, as Trust staff were gaining a good understanding of dune restoration.

Moved R Mather seconded A Allen

THAT the Woodend-Sefton Community Board:

(a) Receives report No 170526054014.

(b) Approves the upgrading of the existing Te Kōhaka O Tūhaitara Trust walkway/cycleway between Reserve Road in Waikuku Beach and Tiritiri Moana Drive in Pegasus and the upgrading of the exiting path in Tiritiri Moana Drive.

(c) Circulates this report to the Utilities and Roading Committee.

Recommends that the Council:

(d) Reallocates the 2017/18 budget allocation for Kaiapoi Pa Road to the upgrading of the existing Te Kōhaka O Tūhaitara Trust walkway/cycleway between Reserve Road in Waikuku Beach and Tiritiri Moana Drive in Pegasus and the upgrading of the existing path in Tiritiri Moana Drive.

CARRIED
R Mather commented that she believed a connection between Waikuku and Pegasus was extremely important and was something that had been advocated for some time. She wanted to see the track suitable for all users, including parents with prams, and mobility scooters.

A Allen reiterated the importance of suitability for disability users.

A Thompson agreed that the sewerage pond area was ‘scruffy’ and would benefit from improvements.

A Blackie noted the budget for the Kaiapoi Pa Road was available to fund the proposed path upgrade.

S Powell thanked staff for the report noting her concerns had been addressed with regard to safety.

7.2 The Future of six Council owned Silver Birch trees in Owen Stalker Park, Woodend – G Barnard (Parks Community Assets Officer)

G Barnard spoke to report. The six Silver Birch trees were located beside the new Ministry of Education (MoE) building for Woodend School. The new building was much larger than the previous building and the emergency exits were now located beside the Silver Birch trees. In the event of an emergency, the location of the trees close to the exit could cause confusion during an evacuation.

G Barnard highlighted that removal of the Silver Birch trees did not meet the criteria under the Council’s policy, however it was Board’s discretion. The MoE was not insisting the trees be removed, however, in the interest of being a ‘good neighbour’, it was suggested removing the trees would be sensible.

J Archer asked if an Acacia in Owen Stalker Park could be removed at the same time. G Barnard advised it was the Board decision but it had not been included in the scope of the report before the Board. Proposed changes to Owen Stalker Park would be brought to the Board in the next year and it was more appropriate to consider that particular tree at that time.

S Powell noted there would be funding for replanting and asked if replanting could be deferred until the overall plan for Owen Stalker Park had been completed. G Barnard confirmed that was possible.

J Meyer asked if all the trees required removal. G Barnard commented that it was possible, however the trees had not been assessed individually and there would still be issues with sight lines. In relation to safety, the recommendation was that all the trees be removed.

Moved J Archer seconded A Thompson

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 170531055420.

(b) Approves the removal of the six council owned Silver Birch trees situated in the northern boundary of Owen Stalker Park located at 19 Main North road, Woodend due to the proximity to the emergency exits of the new Woodend Primary School building.

(c) Notes that the removal of the Silver Birch trees is not consistent with section 4.4 of the Council’s Street and Reserve Trees Policy S-CP 4535.

CARRIED
J Archer commented, having viewed the trees, he believed they did not add amenity value to the park. In addition Silver Birch trees had been known to be the cause of some health issues.

S Powell stated that although she was not in favour of removing healthy trees, she understood the rationale for the Ministry request being that the trees could cause disorientation in an emergency, and therefore supportive of the motion.

### 7.3 Applications for Woodend-Sefton Community Board Discretionary Grant 2016-2017 – K Ward (Community Board Advocate)

Having declared an interest, R Mather sat back from the table and took no part in discussions.

S Nichols took the report as read.

S Powell queried the sustainability of The Woodpecker newsletter, as the grant only covered two months of cost, noting that community newsletters were often run as fundraisers. S Nichols advised that The Woodpecker had sought funding approximately two and a half years ago when questions had also been raised regarding its ongoing viability. The Board had an option to defer the report if members had questions relating to financial information.

A Allen asked if the group had sought other sponsorship, noting 5% of Kaiapoi-Tuahiwi residents received the newsletter and that the amount requested would reduce the Board’s discretionary grant balance to $320. S Nichols advised a new allocation of funding would be available in July.

S Powell queried, if the Board did approve a grant, whether it would be possible to put parameters on when the Trust could reapply. S Nichols replied that was at the discretion of the Board, including an option that the Trust be requested not to apply to the Board within the next twelve months.

Moved J Archer seconded A Thompson

**THAT** the Woodend-Sefton Community Board:

(a) Re*ceives* report No. 170601056210.

(b) Approves a grant of $500 to the Woodpecker Community Trust towards the shortfall between commercial advertising and printing costs for three months.

(c) Requests that the Woodpecker Community Trust do not apply to the Woodend-Sefton Community Board for a grant within twelve months.

**LOST**

J Archer commented that the value of a community newsletter should not be underestimated, having only received positive comments about The Woodpecker. He would be sad to see it disappear from the community and believed the Council should support this type of local communication. J Archer referenced discussions at the recent New Zealand Community Boards’ Conference regarding engaging with the community and saw The Woodpecker as a vehicle for engagement which could be better utilised by the Community Board.

A Thompson believed that The Woodpecker and Sefton Community News were advocates for the Community Board and that it could be argued that they assisted the Board in doing its job. The Board could ask that items, such as upcoming Community Board meetings, be advertised.
A Allen suggested that if the discretionary grant funds were not carried over into the next financial year, then $600 could be granted to the Trust, as the Board had the discretion to exceed the requested amount.

Moved A Allen seconded A Blackie

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 170601056210.

(b) Approves a grant of $600 to the Woodpecker Community Trust towards the shortfall between commercial advertising and printing costs for three months.

(c) Requests that the Woodpecker Community Trust do not apply to the Woodend-Sefton Community Board for a grant within twelve months.

CARRIED

A Blackie commented the Board funds are available to be spent, and did not exceed the amount of the cost of the project as per the application.

A Thompson commented that the money did not have to be spent and would not support the motion as it would not be good stewardship to exceed what had asked been for.

J Archer commented that it was a generous offer.

J Meyer was supportive of the motion.

7.4 Approval of the Woodend-Sefton Community Board Plan – K Ward (Community Board Advocate)

S Nichols took the report as read, noting the Board Plan would be reviewed in February 2018 and could be amended at that time. It was suggested a slight reorganisation of the order of content be made.

R Mather suggested that the Waikuku Pegasus track be added and that under Walking and Cycling, page 3, it should refer to the ‘Woodend Beach Cycleway’.

Moved S Powell seconded R Mather

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 170531055847.

(b) Approves the final version of the Woodend-Sefton Community Board Plan (Trim: 170110001412) subject to any minor edits discussed and approved by the Board Chairperson.

CARRIED

7.5 Report back on New Zealand Community Boards’ Conference 2017 – S Powell (Board Chair), A Thompson (Board Member), R Mather (Board Member), A Allen (Board Member), and J Archer (Board Member)

S Nichols advised that feedback from the other Boards would also be circulated.

J Archer expressed his thanks at being able to attend the conference.
Moved R Mather seconded J Archer

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 170524052890.
(b) Circulates the attachments to the other Community Boards.

CARRIED

A Thompson raised that the Board should meet to reflect collectively and express what they got out of the conference. Staff would work with the Chair to arrange such a discussion.

8 CORRESPONDENCE
Nil.

9 CHAIRPERSON’S REPORT

9.1 Chairperson’s Report for 1 May - 4 June 2017

Moved S Powell seconded A Blackie

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 170607057594.

CARRIED

10 MATTERS FOR INFORMATION

10.1 Oxford-Ohoka Community Board meeting minutes – 8 May 2017 (Trim No. 170504043961)

10.2 Rangiora-Ashley Community Board meeting minutes – 10 May 2017 (Trim No. 170504043973)

10.3 Kaiapoi-Tuahiwi Community Board meeting minutes - 15 May 2017 (Trim No. 170511047432)

10.4 Customer Satisfaction Survey 2016 Reports – Community Support and Community and Recreation Services and Facilities - R McClung (Senior Policy Analyst) – Report to Community and Recreation Committee – 16 May 2017 (Trim No. 170503043774)

10.5 Library Update - P Ashbey (Libraries Manager) – Report to Community and Recreation Committee – 16 May 2017 (Trim No. 170505044853)

10.6 Capital Projects Report for the period ended 31 March 2017 - P Christensen (Finance Manager) – Report to Audit and Risk Committee – 16 May 2017 (Trim No. 170501041899)

10.7 Customer Satisfaction Survey 2016 Reports – Customer Service and Democratic Process, Communications and Overall Satisfaction - R McClung (Senior Policy Analyst) – Report to Audit and Risk Committee – 16 May 2017 (Trim No. 170503043785)

10.8 Register of Interests for Elected Members - S Nichols (Governance Manager) – Report to Council – 6 June 2017 (Trim No. 170423039527)

10.9 Consultation of the Draft Waste Management and Minimisation Plan - S Collin (Infrastructure Strategy Manager) and K Waghorn (Solid Waste Asset Manager) – Report to Council – 6 June 2017 (Trim No. 170501042046)
10.10 **Changes to Woodend Beach Speed Limits - K Stevenson (Roading Manager), H Davies (Roading Projects Engineer) and C Sexton (Summer Intern Engineer)** – Report to Council – 6 June 2017 (Trim No. 170517049561)

10.11 **Pegasus Road Connection to Gladstone Road Budget Adjustment - K Stevenson (Roading Manager)** - Report Council 30-31 May 2017 (Trim No. 170518050120)

10.12 **Community and Recreation Department Staff Submission - C Sargison (Manager Community and Recreation)** - Report to Council - 30 May 2017 (Trim No. 170505044822)

Moved J Meyer seconded J Archer

THAT the Woodend-Sefton Community Board receives the information in items 10.1-10.12.

CARRIED

11 **MEMBERS’ INFORMATION EXCHANGE**

It was suggested that members provide a written copy of their report prior to the meeting. At the meeting members could comment further on specifics.

11.1 **A Allen**

- Sefton Tug of War
  - Successful day, met local residents who raised concerns regarding trees. Staff would follow up matters, advising any tree removal required consultation with the local community and a report to the Board.

- Waimakariri Health Advisory Group meeting (WHAG)
  - The Bottle-O in Pegasus was proceeding.

- North Canterbury Neighbourhood Support (NCNS)
  - Old Fashioned Picnic on 9 July 2017; invited Community Board members to attend.
  - Noted disestablishment of Community Constable role and suggested the Board submit in support of retaining the position for localism and community connection.

11.2 **A Thompson**

- Raised the importance and sensitivity of the coastal strip. It had been raised at the recent All Boards meeting, and a robust process was important with a wide variety of view and implications of change.

11.3 **A Blackie**

- Three Waters Rating Review Subcommittee:
  - Draft recommendation for the proposed district wide rating scheme will be reported to the Council and then proceed to community consultation (probably through the Long Term Plan process). It was anticipated little effect on rates in Woodend-Sefton ward.

- Gladstone Road Emergency Access Road:
  - Progressing with staff assessing options for a locked or automated gate.

- Elected Member Interests Register:
  - Commented on Council report regarding Elected member interests register. It was advised that the matter would come to the Board in August. It was related to transparency of elected members. D Ayers clarified only that which could be conceivably related to Council contracts was required to be disclosed.
11.4 **J Meyer**
- Council had been busy with the Annual Plan matters and were trying to keep the average rate rise under 4%.

11.5 **R Mather**
- Pegasus Residents Group (PRG):
  - The Pegasus Community Centre was open and operational. There would be an official opening in July
  - AGM held 9 May 2017. D Ayers and C Sargison had been present to answer questions and K Stevenson had provided a road update
  - Upcoming fundraising evening
  - Written to Todd Properties regarding concerns on a number of issues
  - Christmas by the Lake, Saturday 9 December 2017.
  - School holiday programme to be run at the Community Centre.
- The Woodpecker:
  - Articles on Community Board and Residents Group
  - AGM held 1 May 2017. Now circulated to Pegasus, plans in place to resolve funding situation long term.
- Attended New Zealand Community Board Conference.
- Attended Sefton Tug of War.
- Attended cultural diversity workshop.
- Attended All Boards briefing.

11.6 **J Archer**
- Woodend Community Association:
  - Raised concern that when the Woodend Community Centre was utilised for concerts and school presentations, no staging was available. Staff advised staging could be hired and the resource consent did not permit live music at the hall.
  - The Boys Club at Woodend Domain had requested three trees be removed due to acorn dropping and sun shade issues.

12 **CONSULTATION PROJECTS**

12.1 **Ohoka Domain**

12.2 **Waste Management Minimisation Plan**
- S Powell was trying to organise a drop in session specifically for kerbside collection.

12.3 **Draft District Development Strategy**
- There will be a drop in session for the District Development Strategy at the Woodend Community Centre, 6 July 2017.
  
  Consultation was important and it was requested Board members 'spread the word' in their communities.

The Board noted the consultation projects.

13 **FOSTERING COMMUNITIES**

13.1 **Update on Community Team priorities. T Sturley (Community Team Manager)**

  T Sturley distributed a handout ‘Strategy/Ideas to Action' and provided an update on Community Team priorities. She highlighted the link between international/national/regional and local strategic priorities and noted that the Council was a World Health Organisation-recognised Safe Community.
T Sturley outlined a number of initiatives and results in the Waimakariri Community including:

- Timebank - which had a new steering group.
- LinC Programme – to grow local leaders
- Working with Migrants – English language classes, ‘got your back’, educating migrants workers and employers
- Youth development – new intake for Youth Council
- Volunteer Sector Project – promoting volunteering
- Development of shared centre hubs – more holistic approach
- Facilitating links – for consultation
- Assisting community networks, associations and residents groups.

S Powell thanked T Sturley for the overview and commented that it had been a desire of the Board to understand youth needs in the area and wanted to improve engagement with youth.

A Allen enquired of the Youth Council being advised the group represented each area in the district with an age range from 17 to early 20s. Mayor Ayers, Councillors Doody and Gordon, and Community Board member Thomas Robson were also members of the Youth Council. A Allen commented that not all Waimakariri residents went to school in the district and asked if that had been considered. T Sturley noted that it had been, with Canterbury University students on the Council and a promotion via social media for nominations.

T Sturley advised that the Youth Council had co-chairs which provided more of a voice. They had recently undergone team building and skills development with their first priority to look at the Youth Development Strategy. D Ayers advised that the Youth Council would be invited to the All Boards meeting to meet the Community Board members to enhance their understanding of issues in the wider community.

14 REGENERATION PROJECTS
14.1 Town Centres, Woodend-Pegasus
14.2 New Arterial Road, Kaiapoi

It was noted that the Kaiapoi-Tuahiwi Community Board were looking at arterial road issues this month.

The Board noted the Regeneration Projects.

15 BOARD FUNDING UPDATE
15.1 Board Discretionary Grant
15.2 General Landscaping Budget

The Board noted the balances.

16 MEDIA ITEMS

Pegasus Community Centre.
17 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987

Moved S Powell seconded J Meyer

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

CARRIED

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

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<tr>
<th>Item No</th>
<th>Reason for protection of interests</th>
<th>Ref NZS 9202:2003 Appendix A</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.1</td>
<td>Protection of privacy of natural persons To carry out commercial activities without prejudice</td>
<td>A2(a) A2(b)ii</td>
</tr>
</tbody>
</table>

CARRIED

The meeting adjourned at 9.03pm and reconvened at 9.10pm.
The public excluded portion of the meeting occurred from 9.10pm to 9.50pm.

18 QUESTIONS UNDER STANDING ORDERS

There were no questions under Standing Orders.

19 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

There was no urgent general business under Standing Orders.
NEXT MEETING
The next meeting of the Woodend-Sefton Community Board is scheduled for 7pm, Monday 10 July 2017 at the Woodend Community Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 9.52PM.

CONFIRMED

________________
Chairperson

________________
Date
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO: GOV-26-09-06 / 170601056455

REPORT TO: Woodend-Sefton Community Board

DATE OF MEETING: 10th July 2017

FROM: Dan Cameron, Community Green Space Engagement Officer

SUBJECT: Taranaki Reserve Advisory Group

SIGNED BY: (for Reports to Council or Committees) Department Manager Chief Executive

1. SUMMARY

1.1. The purpose of this report is to seek permission to establish a formal Taranaki Reserve Advisory Group. The main purpose of the group will be to guide development of the reserve in partnership with Council Green Space Staff.

Attachments:

i. Map & Legal Description of Taranaki Reserve – TRIM 170601056458
ii. List of Names of those residents who will constitute the Advisory Group – TRIM 170601056470
iii. Draft Terms of Reference for the Advisory Group – TRIM 170601056469
iv. Natural Parks section of the Council Greenspace Activity Management Plan – TRIM 131018095807

2. RECOMMENDATION

THAT the Woodend-Sefton Community Board recommends that the Community and Recreation Committee:

(a) Receives report No. 170601056455

(b) Approves the proposed Terms of Reference included as attachment (iii) TRIM 170601056469

(c) Approves the list of members recommended by staff included as attachment (ii) TRIM 170601056470

(d) Appoints Community Board member Andrew Thompson to be a member of the Advisory Group

(e) Notes that a Concept Plan will be prepared in partnership with the Advisory group

(f) Notes that staff will bring the Concept Plan back to the Board for approval once the draft has been completed
3. ISSUES AND OPTIONS

3.1. Taranaki Reserve was vested by Subdivision in Council in 2006. The Reserve is subject to the Reserves Act 1977 but does not have underlying Crown ownership. It is identified legally as Lot 5 DP 354386.

3.2. The Reserve exists in two parts either side of the Taranaki Stream. The Western parcel has an area of 1.34 Hectares and was taken as esplanade reserve through the subdivision process. The Eastern parcel has an area of 9.77 Hectares and is currently leased for grazing.

3.3. The reserve is classed as a Natural Reserve under the Council’s Green Space Activity Management Plan 2015. Types of use permitted under the plan include:
- Ecological restoration
- Walking/Cycling
- Information/Education/Interpretation
- Open Space
- Low Impact recreation

A full description of the criteria for how a Natural Park shall be developed and managed is included as attachment (iv).

3.4. In order to successfully guide the development of the reserve in line with community expectations, staff recommend an advisory group be set up. The Taranaki Reserve Advisory Group will consist of members of the public who live in the immediate area and who already have some involvement with native planting in the area. Staff have had an ongoing relationship with this group since 2016 through their common vision and enthusiasm for developing the reserve in a voluntary capacity.

3.5. All operational and administrative tasks relating to the management, planning & development of the reserve, and all work being either planned or conducted on it, shall require the prior approval of Council staff. These may include but are not limited to:
- Development Plan
- Implementation Plan
- Planting plan
- Annual Budget
- Tree Planting
- Weeding
- Fencing
- Walkways/cycleways/horse trails etc
- Landscape features
- Coordination of other Community groups who may be involved in working on the Reserve
- Research and Monitoring
- Signage
- Events
- Financial Expenditure (purchasing)
- Entering into contracts for supply or work to be carried out
- Leases or licences for part of the reserve

3.6. Please refer to the proposed Terms of Reference included as attachment (iii) for a full description of the responsibilities of the Taranaki Reserve Advisory Group.
4. COMMUNITY VIEWS

4.1. In August 2016 staff began discussing development of the reserve with a group of Waikuku residents. To establish an interest in the project and foster community interest staff agreed to assist with a planting day on a small disused part of the reserve. Council supplied a small number of plants and in September 2016 the group planted them.

4.2. In February 2017 staff approached the residents group again to ask if they would like to form a Reserve Advisory Group. This would allow them to move forward with a collective vision and to work more closely with Council. The response was positive and the group met to discuss initially in late February.

4.3. On the 6th March 2017 the group met again and staff discussed with them what would be involved in their becoming an Advisory Group. There were no objections and those present were not opposed to becoming part of the final group.

4.4. The proposed list of names of those forming the group is included as attachement (ii)

4.5. On Thursday 15th June Staff met with representatives of Ngai Tuahuriri Runanga to discuss the proposal to form the advisory group. Staff explained that the group were very keen to involve the Runanga and in particular reflect the cultural significance of the Taranaki Stream through the development of a Concept Plan for the reserve, which would be carried out in consultation with the local community pending the formation of the group. The Runanga representatives approved of the idea and requested the opportunity to be involved in the development of the concept plan but did not want to have formal representation on the Advisory Group.

5. FINANCIAL IMPLICATIONS AND RISKS

5.1. The financial responsibilities of both the Taranaki Reserve Advisory Group and the Council are outlined in the Draft Terms of Reference included as attachment (iii)

5.2. No orders for work or purchase of tools, plants or any other materials or fixtures may be made without the permission of Council Staff

5.3. The group may at some point wish to fundraise on their own accord for the purpose of development or enhancement of the reserve. Where this is done through receiving donations from the community the group may hold the funds in a separate account at their own risk. Where donations are received from funding organisations such as Rata Foundation these will be held by Council.

5.4. Staff are currently in the process of applying for $2000.00 from the Woodend Sefton Community Boards’ General Landscaping Budget to kick-start the development of the Reserve

6. CONTEXT

6.1. Policy

This matter is not a matter of significance in terms of the Council’s Significance Policy.

6.2. Legislation

Reserves Act 1977

6.3. Community Outcomes

Public spaces and facilities are plentiful, accessible and high quality
There are areas of significant indigenous vegetation and habitats for indigenous fauna.

There are wide ranging opportunities for people to the decision-making by local, regional and national organisations that affects our district.

Attachment (i) Map & Legal Description of Taranaki Reserve
Attachment (ii) Proposed List of names of residents who would form the Taranaki Reserve Advisory Group

Matthew Lester
Waikuku Beach

Karen Purchas
Rangiora

Mark Harris
Waikuku Beach

Melinda Coles
Waikuku Beach

Kim Ransfield
Waikuku Beach

Andrew Thompson
Waikuku Beach
1. **INTRODUCTION**

1.1. Taranaki Reserve is located in a rural coastal setting near the settlement of Waikuku Beach, 13 Kilometers East of Rangiora.

1.2. The reserve is classified as a Natural Park in the Council’s Greenspace Activity Management Plan (2015). Typical characteristics of Natural Parks include native bush, coastal settings, forestry, farm parks, wetlands & water bodies. Developments may include providing for walking, biking, horse riding, picnicking and visitor information.

1.3. Taranaki Reserve includes two parcels of land either side of the Taranaki Stream which have a combined area of 11.11 Hectares and are currently leased for grazing. The stream is of high significance in terms of it’s Mahinga Kai values to Ngai Tu Ahuriri, who also hold strong cultural ties with the area.

2. **PARTNERSHIP WITH THE COMMUNITY**

2.1. Taranaki Reserve is administered by the Council on behalf of the Community of the Waimakariri District in partnership with the Community.

2.2. This partnership with the community is given effect to by the Taranaki Reserve Advisory Group.

2.3. This document formalises the relationship between the Council and the Taranaki Reserve Advisory Group (the Group) and in particular clarifies the respective roles of the Council and the Group in working together to achieve successful development of the reserve.

3. **DEVELOPMENT OF THE CONCEPT PLAN**

3.1. In order to guide development a Concept Plan is required. The following documents will need to be developed to implement the Concept Plan and the advisory group will have a lead role in this. They are as follows:

<table>
<thead>
<tr>
<th>Document</th>
<th>Advisory Group</th>
<th>Council Approval Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concept Plan (10 year timeframe) ***</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Implementation Plan (3 year timeframe) ***</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Planting plan ***</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Weed Management Plan ***</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Annual Budget</td>
<td>√</td>
<td>√ if Council funding being sought</td>
</tr>
</tbody>
</table>

*** Revised annually 1 July

4. **COMPOSITION OF THE TARANAKI RESERVE ADVISORY GROUP**

4.1. The Taranaki Reserve Advisory Group shall have a minimum of six members and a maximum of fourteen members.

4.2. Membership will consist of:
   - A representative of the Woodend-Setton Community Board - Appointed by the Woodend-Setton Community Board
• A Parks and Recreation Staff Member – Appointed by the Parks and Recreation Manager
• Up to six representatives from adjoining property owners - Appointed by the Manager Community and Recreation
• Up to four members from the wider Community – Appointed by the Manager Community and Recreation on the basis of the expertise that each would bring to the Group
• A representative from Environment Canterbury – Appointed by Environment Canterbury

4.3. A quorum will be six members
4.4. A Chair and Secretary appointed by the members of the Group (by a simple majority). The Chair and Secretary will be appointed annually at a meeting to be held in July each year.
4.5. Note that the Community Greenspace Manager is an ex officio member of the Advisory Group.
4.6. Members will be appointed for a three year term, but can be reappointed.
4.7. Note that the Group can appoint working parties or other groups, including schools, to undertake specified areas of work with the approval of Council staff.

5. DECISION MAKING

5.1. Decisions will, in so far as it is possible, be reached by consensus. Where this is not achievable decisions will be made by voting with a simple majority being required.
5.2. The Group will have the option of referring any matter to the Parks and Recreation Manager or the Community and Recreation Committee of Council for a decision.
5.3. All financial work orders and purchase orders can only be issued through the Council Parks and Recreation Staff.

6. DELEGATIONS

6.1. All operational and administrative tasks relating to the management, planning & development of the reserve, and all work being either planned or conducted on it, shall require the prior approval of Council.

7. FINANCIAL MANAGEMENT

7.1. The Council will be responsible for issuing all works orders and purchase orders, but the Group can advise the Council of the work that it wishes to be carried out and the timeframe.
7.2. The Council has financial accountability for the reserve and manages all income and expenditure relating to the reserve’s operation and maintenance
7.3. The Council’s financial year is from 1 July to 30 June.
7.4. Carrying forward of unspent funds is possible where they relate to capital works which were not completed for a specific reason. These funds must be approved by the Council during the budget process.
7.5. An option does exist to hold a special facility fund within the account, the balance of which will carry forward from year to year. This is typically for funds earned independently by the group through fundraising or other means.
8. LEGAL RESPONSIBILITIES

8.1. The Council is responsible for all legal obligations relating to the reserve under various Acts and these cannot be delegated to an Advisory Group.

8.2. These include, but are not limited to:
   - The Health and Safety in Employment Act (2015). This is particularly important in relation to the employment of contractors/staff to ensure the Council meets its obligations under the Act, and to protect individuals outside the Council organisation from possible prosecution or litigation.
   - Local Government Act 2002
   - Reserves Act 1977
   - Building Act 1991 and 2004
   - Any developments or physical improvements to the reserve including structures
   - Public access in and through the reserve
   - Leasing part of the reserve or licences to occupy part of the reserve.

8.3. New health and safety legislation has come into effect in the form of the Health and Safety at Work Act 2016. Under the new legislation the Council has the same duty of care to its volunteers as it does to its paid employees. The overall goal for the Waimakariri District Council is that no person – whether employee, contractor or volunteer is harmed when undertaking work on behalf of Council on Council administered or controlled land.

8.4. The following restrictions relate specifically to volunteers working in Taranaki Reserve:
   - No volunteer is permitted to undertake any work in the reserve alone.
   - Volunteers must be wearing appropriate personal protective equipment (PPE) when undertaking any volunteer work. If the task requires specific PPE then this may be provided by Council.
   - There is to be no use of chainsaws in Taranaki Reserve by any Volunteers.
   - There is to be no use of any other motorised or electric tools in Taranaki Reserve without prior written approval from the Community Green Space Manager.
   - No trees are to be cut down within the reserve by volunteers even if hand tools are being used. Gorse and broom are generally not classed as trees.
   - No weed spraying is to be undertaken by any volunteer without prior approval regarding specific time and location of spraying, type of spray and proof of relevant spraying qualification.
   - Before any volunteer work is carried out the Council must be made aware of the details including when, what and who will be doing the work.

8.5. There are also certain duties which volunteers must follow. These include the following:
   All volunteers working in Taranaki Reserve must:
   - Take reasonable care for his or her own health and safety; and
   - Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
   - Comply, as far as the worker is reasonably able, with any reasonable instruction that is given by the Waimakariri District Council to allow the Waimakariri District Council to comply with the Health and Safety at Work Act 2016; and
   - Co-operate with any reasonable policy or procedure of the Waimakariri District Council relating to health or safety at the workplace that has been notified to workers.
   - Have written prior approval from Council before undertaking any volunteer work within Taranaki Reserve. This approval may be granted to cover a series of events.

8.6. Should it be found that the requirements above are not followed this will be treated as serious misconduct. This is consistent with how the Council manages its own staff members when rules relating to health and safety are not followed. Serious misconduct is likely to result in removal from the Taranaki Reserve Advisory Group.
9.0 **Natural Parks**

9.1 Primary Purpose

To provide opportunities for people to experience nature and/or to protect the natural environment.

9.2 Definition

The definition of nature and natural is widely defined to include native bush areas, wetlands, coastal and lake margins, forestry, farm parks, esplanade reserves and restoration areas or other natural landscapes. Natural parks may exhibit one or more of the following values and attributes:

- Large scale sites
- Low impact recreation activity
- Intact or restorable natural ecosystems
- Unique or threatened NZ native flora and fauna
- Park land adjoining the coast
- Natural wetland areas
- Water bodies such as lakes, ponds, streams and/or riparian features
- Outstanding natural landscape or geological features
- Access to the coast and other waterways

9.3 Desired Outcomes

The provision and protection of natural environments to provide opportunities for people to experience nature through recreation activities appropriate to the particular park.

9.4 Typical Characteristics

- Native bush, coastal, forestry, farm parks, wetlands and water bodies.
- Developments providing for walking, biking, horse riding, picnicking and visitor information.

9.5 Type of Use/Value

- Conservation
- Ecological restoration/enhancement
- Access to the coast/rivers/natural environment
- Walking/cycling
- Information/education/interpretation
- Open space
- Ecosystem management
- Low impact recreation
- Picnicking
9.7 Description of Assets

Sixteen reserves have been categorised as natural parks in this AMP (refer Table below). The combined area of natural parks is 382 hectares (at November 2014).

Table 52: Natural Parks

<table>
<thead>
<tr>
<th>Park Name</th>
<th>Catchment Hierarchy</th>
<th>Ward</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashley Gorge Reserve</td>
<td>Region</td>
<td>OXFW</td>
</tr>
<tr>
<td>Ashley Picnic Grounds</td>
<td>District</td>
<td>RANW</td>
</tr>
<tr>
<td>Ashley-Rakahuri River Mouth</td>
<td>District</td>
<td>WDAW</td>
</tr>
<tr>
<td>Forestdale Wetlands</td>
<td>Region</td>
<td>WDAW</td>
</tr>
<tr>
<td>Glentui Waterfall</td>
<td>District</td>
<td>OXFW</td>
</tr>
<tr>
<td>Hegan Reserve</td>
<td>Community</td>
<td>RANW</td>
</tr>
<tr>
<td>Kaiapoi Lakes</td>
<td>District</td>
<td>KAIW</td>
</tr>
<tr>
<td>Kairaki Beach Carpark</td>
<td>Region</td>
<td>KAIW</td>
</tr>
<tr>
<td>Matawai Park</td>
<td>District</td>
<td>RANW</td>
</tr>
<tr>
<td>Northbrook Wetlands</td>
<td>District</td>
<td>RANW</td>
</tr>
<tr>
<td>Pegasus Bay Beach Carpark</td>
<td>Community</td>
<td>WDAW</td>
</tr>
<tr>
<td>Pines Beach Reserve</td>
<td>Region</td>
<td>WDAW</td>
</tr>
<tr>
<td>Silverstream Reserve</td>
<td>District</td>
<td>KAIW</td>
</tr>
<tr>
<td>Taranaki Reserve</td>
<td>Community</td>
<td>WDAW</td>
</tr>
<tr>
<td>Whites Road Reserve</td>
<td>District</td>
<td>OXFW</td>
</tr>
<tr>
<td>Woodend Beach Domain</td>
<td>Region</td>
<td>WDAW</td>
</tr>
</tbody>
</table>

The natural parks range in size from 160 square metres to 226 hectares. Ownership ranges from being owned by the Council or owned by the Crown and vested in the Council. While some of the land is classified under the Reserves Act 1977, a significant amount is unclassified.

9.10 Quality of Provision

Table 53: Key factors impacting on quality of natural park provision

<table>
<thead>
<tr>
<th>Key factor</th>
<th>Level of provision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size</td>
<td>No minimum size is identified, although it is expected natural parks will be no smaller than one hectare</td>
</tr>
<tr>
<td>Topography</td>
<td>The maintenance, enhancement, conservation or restoration of natural features. Typically these will be waterways such as coastal areas, estuaries, wetlands, and river margins; or areas of native bush or other native ecological habitat.</td>
</tr>
<tr>
<td>Visibility</td>
<td>Where possible visibility should be maximised for safety and open space. However it is recognised that natural features or topography may impact upon visibility and in return provide natural, cultural, amenity or biodiversity benefits. Encouraging neighbouring properties to maintain views into the reserve or enabling views from the street or footpath will be maximised where possible.</td>
</tr>
<tr>
<td>Accessibility &amp; connection to surrounding environment</td>
<td>Consideration should also be given to how the reserve will link to the surrounding landscape, including existing areas of open space, walkways and other public areas such as schools, town centres, community facilities or public transport routes.</td>
</tr>
</tbody>
</table>
### Orientation

Orientation is potentially dependant on natural features and topography. Any built features at the park (e.g. picnic tables) will need to make use of opportunities for sun, shade and shelter from wind.

### Safety

Reserves should be safe and inviting to users. Hazards generally arise from the development of the site/physical features or improper use of the reserve. Hazards may also occur outside the park, for example a user may have to cross a busy road to visit the park. CPTED assessments, particularly when they are carried out with input from residents, may allow any potential hazards to be identified. Action can then be taken to eliminate, isolate or minimise the hazard.

### Standard & appropriateness of development

Natural parks shall generally have a low level of development

| Maintenance standards | Well maintained parks look cared for which can help to promote community pride, increase levels of use and decrease vandalism. |

### 9.12 Guidelines for Facility Development

Development of natural parks will generally be limited to low impact activities such as walking and bike tracks. Higher use sites may include ancillary visitor facilities such as car parking, signage and toilets, visitor information centres and associated camping facilities.

The Council has adopted the following level of service guidelines for facility development within natural parks.

**Table 54: Key factors impacting on quality of natural park provision**

<table>
<thead>
<tr>
<th>Facilities</th>
<th>LOS Guideline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transport provision</td>
<td>Off street car parking provided at high use sites only. Metalled surface most likely provided, with sealed car parks and roads at high use areas.</td>
</tr>
<tr>
<td>Public Toilets</td>
<td>Standard toilets to be provided at entrance/car park area, or other gathering points throughout the park for high use sites, or where user stays of over one hour are envisaged.</td>
</tr>
<tr>
<td>Tracks and paths</td>
<td>Walking and mountain bike tracks provided as appropriate. Higher use walking tracks metalled and graded appropriate to usage. Apply NZS HB 8630:2004 category system.</td>
</tr>
<tr>
<td>Furniture &amp; structures</td>
<td>Limited furniture such as picnic tables provided at car parks/picnic areas. Seats provided at key viewing or rest points. Where it is appropriate to provide litter bins, they should ideally be recycling bins. Shelters, etc. for higher use sites.</td>
</tr>
<tr>
<td>Visitor information</td>
<td>Signage to be provided to identify the park and provide directional/control information. Additional signage and visitor information as appropriate. For large sites with multiple tracks: map sign provided at entrance and directional signage/ markers at path junctions (preferably with times/distances). Visitor Centres for high use Regional or District wide parks</td>
</tr>
<tr>
<td>Revegetation</td>
<td>If revegetation is required, a native planting and weed control programme will be undertaken. This will aim to re-create ecosystems characteristic of original ecology. Eco-sourcing of all plant materials used.</td>
</tr>
</tbody>
</table>
1. SUMMARY

1.1. The purpose of this report is to provide an update on progress made with the short to medium term implementation actions identified in the Woodend Pegasus Area Strategy adopted by the Council in October 2013.

Attachments:

i. Woodend Pegasus Area Strategy – Summary at a glance;
ii. Woodend Pegasus Area Strategy High Level Implementation Table with additional column summarising current status and indicative timeframes for progression.

2. RECOMMENDATION

THAT the Woodend-Sefton Community Board:

(a) Receives report, Trim No. 170609059154;

(b) Notes the short and medium term actions identified in the Woodend Pegasus Area Strategy, as listed in Attachment ii, Trim No. 170609059154;

(c) Notes the progress made in implementing the short to medium term actions as signalled in Attachment ii, Trim No. 170609059154.

3. ISSUES AND OPTIONS

3.1. In October 2013, the Council adopted the Woodend Pegasus Area Strategy. This document provides a decision-making framework that assists in planning for the future of the Woodend Pegasus area. It identifies a vision for the Woodend Pegasus area defined as the area including the Woodend township, Pegasus, and the upcoming Ravenswood development immediately to the north of the Woodend urban area. For retail catchment and social cohesion, the wider area extends to Waikuku, the Tuahiwi area, Woodend Beach and Waikuku Beach.

3.2. The Strategy identifies four key themes - Connectivity, Business, Community, Open Spaces - and a number of strategic directions. Attachment i provides a summary of the Strategy.
3.3. The Woodend Pegasus Area Strategy identifies a number of implementation actions with indicative timeframes. The Strategy’s high level implementation table is included as Attachment ii, with an added column that summarises the current status of the short term actions and signals indicative timeframes for progressing these. It is recognised that funding for individual implementation actions is subject to Council’s Annual Plan and Long Term Plan (LTP) processes.

3.4. Indicative timing of implementation actions are depicted as ‘short’, ‘medium’ and ‘long-term’. The Woodend Area Pegasus Strategy defines this in the following way:

- **Short term** means implementation will occur by middle of 2015, when the Council’s 2015-25 LTP will be finalised;

- **Medium term** indicates the first three detailed years as will be set out in the 2015-25 LTP;

- **Long term** aligns with the latter seven years of the 2015-25 LTP and beyond.

3.5. A number of actions began with investigation and planning for budgeting and approvals, which were then subject to the LTP process, so the timing provided in the Strategy was indicative only, requiring ongoing revision. The timing of some actions depended on the timing of private sector decisions and the development rate, e.g. Pegasus Town Centre subdivision, Ravenswood development.

3.6. Staff will continue to report to the Woodend Sefton Community Board, both during key decision-making milestones of individual projects affecting the area and in providing an oversight of Strategy implementation on an ongoing basis.

3.7. The Management Team has reviewed this report and supports the recommendations.

4. **COMMUNITY VIEWS**

4.1. The development of the draft and final Woodend Pegasus Area Strategy was overseen by the Woodend Pegasus Area Strategy Steering Group, which included community representation from Residents/Community Associations, schools and the business community. Consultation on a draft Strategy was undertaken in accordance with the Special Consultative Procedure under the Local Government Act 2002 between 6 July and 6 August 2013, followed by hearings, deliberations and decisions on amendments to the Strategy document to reflect feedback gained through consultation. Full details about community engagement during the Woodend Pegasus Area Strategy project are documented in the report to Council seeking adoption of the Strategy in October 2013 (see report 130919078975).

4.2. Some of the Woodend Pegasus Area Strategy projects were included in the draft Long Term Plan 2015-25. Consultation on this plan was carried out utilising a consultation document during March/April 2015. More Woodend Pegasus Area Strategy projects will be considered for inclusion in the 2018-2028 and there will be consultation.

4.3. It is acknowledged that some of the short term implementation projects individually provide opportunities for community participation, input and feedback and are managed and reported in their own right.

5. **FINANCIAL IMPLICATIONS AND RISKS**

5.1. The financial implications and risks associated with each of the short and medium term actions for implementing the Woodend Pegasus Area Strategy are identified, managed
and reported individually and in their own right, with costs being met by a number of different budgets/sources, some of which are indicated in Attachment ii.

6. **CONTEXT**

6.1. **Policy**

This matter is not a matter of significance in terms of the Council’s Significance Policy. This report signals the directions for implementing the Woodend Pegasus Area Strategy, adopted by Council in October 2013.

6.2. **Legislation**


6.3. **Community Outcomes**

There is a safe environment for all;

Transport is accessible, convenient, reliable, affordable and sustainable;

Businesses in the District are diverse, adaptable and growing;

Public spaces and facilities are plentiful, accessible and high quality;

The distinctive character of our towns, villages and rural areas is maintained;

People have wide ranging opportunities for learning and being informed;

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

There are wide ranging opportunities for people to contribute to the decision making by local, regional and national organisations that affects our District.
STRATEGY AT A GLANCE

Vision:
The Woodend Pegasus area is home to well-connected communities and prosperous businesses, has attractive public spaces and a healthy environment, and meets the social and cultural needs of its existing and future population.

Key Theme 1: CONNECTIVITY
- Connecting the centres
- Advocating for good public transport

Key Theme 2: BUSINESS
- Complementing business clusters
- Strengthening Woodend town centre
- Increasing business stock

Key Theme 3: COMMUNITY
- Fostering community infrastructure
- Liaising with local schools
- Providing community facilities

Key Theme 4: OPEN SPACES
- Developing Gladstone Park
- Providing greenspace in Woodend
- Planning for greenspace in Ravenswood
- Considering the futures of the conservation areas
## Connectivity

<table>
<thead>
<tr>
<th>Theme</th>
<th>Project</th>
<th>Timing</th>
<th>Status / Indicative timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Work with NZTA to designate the proposed Woodend Bypass route.</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>This designation is now in place in the District Plan.</td>
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<tr>
<td></td>
<td>Advocate to NZTA for an acceleration of the construction of the Woodend Bypass, in line with growth in population and traffic figures.</td>
<td></td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>The Council will continue liaising with NZTA and sharing resources and internal/external data relating to rate of growth.</td>
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<td></td>
<td>Liaise with NZTA on a number of proposed improvements to the State Highway through the Woodend / Pegasus area including road safety matters in relation to the overhead power poles through Woodend, a reduction of the speed limit leading to the entrance of Pegasus, potential closure of Preecees Road from the State Highway, appropriate entrance treatment to Woodend, and opportunities for treatments of the State Highway through Woodend prior to the construction of the bypass.</td>
<td></td>
<td>Partially Completed. Ongoing</td>
</tr>
<tr>
<td></td>
<td>NZTA Safe Roads Alliance has been updating Council on progress with respect to safety enhancement along the route between Ashley River and Pineacres. Staff have been involved in workshops lead by NZTA to further safety enhancements. Some safety enhancements have been installed including: speed indicator signage at the southern entrance to Woodend; and the speed limit between Woodend and the north side of the Pegasus roundabout has been reduced to 70kmh. A decision was made not to proceed with the Preecees Road closure.</td>
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<tr>
<td></td>
<td>Investigate the potential closure of Preecees Road to State Highway 1 and consider appropriate treatment of Preecees Road.</td>
<td></td>
<td>Investigations Completed</td>
</tr>
<tr>
<td></td>
<td>Plans were investigated to connect Pegasus to Kaiapoi Pa Road, and upgrade Kaiapoi Pa Road to provide a local road connection between Pegasus and Waikuku. Part of the plan was to ensure general traffic from Pegasus did not use Preecees Road to access the state highway, and closure of this connection was considered. However, due to significant cultural values in this area, the Council decided not to upgrade Kaiapoi Pa Road.</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Upgrade Kaiapoi Pa Road to a suitable non-sealed condition to improve connection between Pegasus and Waikuku Beach.</td>
<td></td>
<td>Action rejected. Alternative approved and being actioned</td>
</tr>
<tr>
<td></td>
<td>Due to significant cultural values in this area, the Council decided not to upgrade Kaiapoi Pa Road. As an alternative, the Woodend-Sefton Community Board has approved an upgraded walking / cycling pathway between Waikuku and Pegasus Townships on the western fringe of the coastal park. This upgrade work will be undertaken in the 2017/18 financial year.</td>
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<td>Theme</td>
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<td></td>
<td>Confirm funding for and seal Kaiapoi Pa Road to enable its inclusion in the public transport bus route.</td>
<td>Med</td>
<td>Completed</td>
</tr>
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<td></td>
<td>Undertake a roading study that investigates opening up Pegasus Main Street to connect to Gladstone Road, upgrade Gladstone Road and extend Infinity Drive to connect to Gladstone Road.</td>
<td>Med</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>If considered feasible, seek through the 2015-25 LTP funding to open up Pegasus Main Street to connect to Gladstone Road, upgrade Gladstone Road and extend Infinity Drive to connect to Gladstone Road.</td>
<td>Med</td>
<td>Permanent connection will be constructed when the Woodend bypass is completed</td>
</tr>
<tr>
<td></td>
<td>Upgrade Gladstone Road.</td>
<td>Med</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>Open up Pegasus Main Street to connect to Gladstone Road.</td>
<td>Med</td>
<td>On hold until bypass completed</td>
</tr>
<tr>
<td></td>
<td>Extend Infinity Drive to connect to Gladstone Road.</td>
<td>Med</td>
<td>On hold until bypass completed</td>
</tr>
<tr>
<td></td>
<td>Seek through the 2015-25 LTP funding for a separate cycle path between Woodend and Rangiora and Woodend and Kaiapoi, as well as funding to enhance walking and cycling facilities within the Woodend Pegasus area.</td>
<td>Med</td>
<td>Partially Completed</td>
</tr>
<tr>
<td></td>
<td>Consider the feasibility of extending the currently developed concept plan for a shared walking / cycling path along Woodend Beach Road north to Woodend School along State Highway 1.</td>
<td>Med</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>Ensure that a roundabout on State Highway 1 at the Pegasus entrance is provided when planning consent trigger is reached.</td>
<td>Med</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>Continue to advocate for the provision of appropriate public transport services for the Woodend / Pegasus</td>
<td>Med</td>
<td>Completed. Ongoing</td>
</tr>
<tr>
<td>Theme</td>
<td>Project</td>
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<tr>
<td></td>
<td>area to ensure that provision reflects demand in line with population growth.</td>
<td>Short</td>
<td></td>
</tr>
</tbody>
</table>
| Business | Develop additional urban design guidance to encourage good urban built outcomes when future development occurs in Woodend town centre. | Med | Not complete  
|         | Work collaboratively with developers of Ravenswood on appropriate urban design guidance to ensure good urban built outcomes when commercial development occurs in the Ravenswood business zones. | Long | Ongoing  
|         | Liaise with developers of Pegasus and Ravenswood about master plans for the respective business areas. | Short | Ongoing  
|         | Complete the District Plan car parking provisions review and Plan Change which impacts on the number and location of off-street car parking provided in business areas. | Med | Complete  
|         | Develop detailed design and implement as far as possible in the short term the public realm improvement projects identified for strengthening the Woodend town centre relating to town centre road reserve, town centre identity and sense of arrival and town centre focal point. | Long | Completed  

Recently bus services for Pegasus have been improved, with increased frequency and coverage within Pegasus. Public transport services with in the Waimakariri District are being reviewed in early 2018 at which time there will be consultation opportunities.

The Council will continue to be involved in ECan’s public transport management as part of the Passenger Transport Advisory Group and the UDS Transport Group. The Council will ensure key population growth and trends are advocated to ECan by proactively making resources available and endorsing provision of public transport services for the District through appropriate submission, continued involvement in transport forums and other processes.

Urban design guidance will be addressed through the District Development Strategy and District Plan Review. However, when resource consents are lodged, they are assessed against the Woodend Pegasus Area Strategy.

This is on-going, particularly in the lead up to and processing of land use and subdivision consents.

Liaison with Ravenswood developers is on-going. The subdivision process has begun for Ravenswood Commercial area. Resource consents have been granted for Pegasus business area and liaison with Pegasus Town developers is ongoing.

The Plan Change (PC40) became operative on 18 April 2016.

Public realm improvements between School Road and Woodend Road were completed, this includes footpath upgrade and new public seating.
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<tbody>
<tr>
<td></td>
<td>Seek through the 2015-25 LTP funding required for outstanding public realm improvement projects identified for strengthening the Woodend town centre.</td>
<td>Short</td>
<td>On hold</td>
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<td></td>
<td></td>
<td></td>
<td>Awaiting the outcome of the District Development Strategy to determine the most appropriate Key Activity Centre within the Woodend / Ravenswood / Pegasus area.</td>
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<td></td>
<td>Continue to advocate to MainPower the amenity and road safety benefits to be gained from undergrounding the currently overhead power lines along Woodend’s main road.</td>
<td>Med</td>
<td>Completed / Ongoing</td>
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<tr>
<td></td>
<td>Discussions have been held with Mainpower who have no immediate plans to underground the overhead power lines in Woodend. They may consider it in the future, subject to funding.</td>
<td></td>
<td>Discussions have been held with Mainpower who have no immediate plans to underground the overhead power lines in Woodend. They may consider it in the future, subject to funding.</td>
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<td></td>
<td>Actively enforce the Council’s Signage Bylaw 2012 in Woodend town centre to enhance public safety and access and avoid public nuisance.</td>
<td>Ongoing</td>
<td>Environmental Services Unit staff have continued to attend and resolve reports of non-complying signage issues. The duties of the new Parking Warden also include signage and the enforcement of Council bylaws. Council staff also frequently liaise with NZTA’s contractor concerning State Highway signage issues.</td>
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<td></td>
<td>Ongoing</td>
<td></td>
<td>Ongoing</td>
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<td></td>
<td>The Local Economic Development Advocacy Group was established to monitor and progress implementation of the LED Strategy. The actions within the strategy were completed and members of the LED Group were asked to join the District Development Strategy (DDS) Focus Groups. Council are currently consulting on the DDS and once it is finalised, the Local Economic Strategy will be reviewed. The outcomes of the DDS will also assist in guiding a review of the wider Woodend, Pegasus and Ravenswood Area strategy. ENC and Council continue to provide relevant economic data to businesses and the investor community including; Development Activity Scorecards, quarterly economic monitors, Census data and updated business figures to the business and investor community, and other interested stakeholders. ENC are also currently reviewing the Business Attraction Strategy.</td>
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<td></td>
<td>Undertake an audit of all community spaces and facilities available in the Woodend Pegasus area to determine the extent of their uses and capacity and review the appropriate role for Council in the provision of additional facilities for cater for the needs of an increasing population.</td>
<td>Community</td>
<td>Since the release of the Woodend Pegasus Community Groups and Facilities baseline report to the Woodend/Ashley Community Board in July 2014, Community Development staff have worked closely with the Pegasus Residents Association to support them in the development of a comprehensive local directory which details the services, recreational opportunities and facilities available in Woodend and Pegasus. This has also been made available to Woodend residents and there is scope for wider distribution. The Council supports the Pegasus Residents Association to update this resource regularly. The directory addresses a gap identified in the New Dwellings Survey report 2013/2014.</td>
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<td>Continue to help identify and monitor the District</td>
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<td>Ongoing</td>
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<td>community’s needs in social connectedness by providing ongoing</td>
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<td>survey work and making the information available to community groups</td>
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<td>to assist in understanding the dynamics they are working within.</td>
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<td>The 2014 New Dwellings Survey provided a means to gauge the degree to</td>
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<td>which new residents felt connected to the community and were</td>
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<td>engaged in community groups, or desired to become involved in such</td>
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<td></td>
<td>groups. In 2014 the Community Team undertook a comprehensive Community</td>
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<td>Development Survey which also included gathering information about</td>
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<td>the degree to which people felt connected with others and the services</td>
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<td>available in their communities. A community consultation was also</td>
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<td></td>
<td>held at the Woodend Community Centre. Priorities identified through</td>
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<td>these processes have been applied to the development of the Community</td>
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<td>Development Strategy 2015 - 2025 which prioritises social</td>
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<td>connectedness in existing and developing communities. TO view the</td>
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<td>strategy, visit:</td>
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<td><a href="http://www.waimakariri.govt.nz/__data/assets/pdf_file/0022/9562/Community-">http://www.waimakariri.govt.nz/__data/assets/pdf_file/0022/9562/Community-</a></td>
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<td></td>
<td>The Community Team Annual Report details progress against these, for</td>
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<td>the 2015/16 financial year. To view the report card, visit:</td>
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<td><a href="http://www.waimakariri.govt.nz/__data/assets/pdf_file/0021/9561/161124121076-">http://www.waimakariri.govt.nz/__data/assets/pdf_file/0021/9561/161124121076-</a></td>
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<td></td>
<td>In line with this, the Community Development Advisor supports both the</td>
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<td>Woodend and Pegasus Community and Residents’ Associations with</td>
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<td></td>
<td>information, advice and support to increase their reach and</td>
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<td>membership, ensure good processes and access to funding. As part of</td>
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<td>this, they led the development of the Pegasus ‘Welcome Ambassador’</td>
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<td>social inclusion initiative and have supported the establishment of a</td>
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<td>Community Centre in Pegasus Town. With a growing population and</td>
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<td>changing District population demographics, the Community Team has</td>
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<td></td>
<td>undertaken work in three priority areas</td>
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<td></td>
<td>- Supporting and Empowering Migrants</td>
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<td>- Promoting and encouraging volunteering as a means to connect into</td>
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<td></td>
<td>the life of the community</td>
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<td>- Establishment of a Waimakariri TimeBank and Learning Exchange to</td>
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<td></td>
<td>facilitate connection and skill sharing</td>
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<td></td>
<td>Woodend Facilities have been utilised for English Language Classes</td>
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<td>and for social connection initiatives for new migrants and involvement</td>
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<td>in these and the two other new priorities has been promoted right</td>
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<td>across the District.</td>
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<td></td>
<td>The Community Development Unit liaises closely with Social Services</td>
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<td>Waimakariri and the Waimakariri Health Advisory Group to ensure a</td>
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Continue to monitor the responses of service providers to the increasing number of people living in
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<td></td>
<td>the wider Woodend Pegasus area, and identify gaps in service provision.</td>
<td></td>
<td>collaborative approach is used to gather information about the provision of services and to identify and fill any gaps in provision.</td>
</tr>
</tbody>
</table>
|       | Continue to provide key information tools to enable communities to stay connected and informed including newsletters, information boards and new residents’ packs. | Ongoing | The Community Development Unit continues to disseminate information regarding services, programmes, events, educational opportunities and funding as follows:  
- Chatter community information newsletter;  
- Community Team Facebook page;  
- Ratepayer Newcomer’s Packs;  
- Monthly Community Networking Forums;  
- Community Directory;  
- Volunteer Directory;  
- Recreation Guide.  
The Community Development Unit has supported the Pegasus Residents Association in the development of a local ‘directory as mentioned above and has supported both the Woodend and Pegasus Communities with the establishment of Facebook pages as a means to reach a broader audience. |
|       | Continue to provide community initiatives and programmes such as safety initiatives, crime prevention projects, mental health work, suicide prevention work, linking groups to appropriate funding etc. | Ongoing | In line with the Council’s accreditation as a World Health Organisation Safe Community, the Community Development Unit continues to facilitate, coordinate and support a range of community-led initiatives covering crime prevention (alcohol and family violence projects), suicide prevention, support for the mental and physical health sectors and the prevention of unintentional injuries; including child safety. This work is funded by the Ministry of Health and Rata Foundation.  
The Community Team maintains over 300 collaborative partnerships in this, and its community and youth development functions. Community Development staff have assisted the Woodend Community Association to ‘grow’ their coffee group initiative. For progress in the 2015/16 financial year, visit:  
The Pegasus Residents Association has received funding advice and staff continue to support the very successful Welcome Ambassador pilot group. |
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<tr>
<td></td>
<td>Investigate, advocate and liaise with Woodend and Pegasus Bay Schools regarding opportunities for community use of school facilities.</td>
<td>Short</td>
<td>Complete  Woodend School is utilised as a base for Civil Defence operational exercises. Community Safety Staff support Woodend School with its Safe Schools processes and the Community Development Advisor has linked the Pegasus Residents Association with the school; particularly in relation to the Community Expo.</td>
</tr>
<tr>
<td></td>
<td>Continue to monitor participation in community groups based in the wider Woodend Pegasus area and the extent to which community facilities meet requirements.</td>
<td>Short</td>
<td>Ongoing  The level of participation in community groups was measured in the New Dwellings Survey, the Community Survey and the Community Development Survey. Monitoring community group involvement is included as a Performance Indicator in the Waimakariri Community Development Strategy 2015-2025. The 2015 Baseline, based on new dwellings survey results was set at 40%. The result for 2016, based on the WDC Community Survey, was 60%, representing significant progress toward achieving the 2025 target of 65% involvement in community groups.</td>
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<td></td>
<td>Scope and prepare detailed design for the construction of a major playground close to Pegasus lake.</td>
<td>Short</td>
<td>Completed</td>
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<tr>
<td></td>
<td>Commence construction of new playground at Pegasus lake.</td>
<td>Short</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>Construct public toilets at Pegasus lake.</td>
<td>Short</td>
<td>Completed</td>
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<tr>
<td></td>
<td>Investigate the feasibility of connecting the public toilet at Pegasus beach to the Pegasus sewer scheme.</td>
<td>Short</td>
<td>Completed  The investigation has identified that it is not an affordable option to connect the public toilets to the Pegasus Sewer Scheme. The toilets will be connected to a septic tank and potable water will be supplied.</td>
</tr>
<tr>
<td></td>
<td>Continue to manage and monitor the quality of the Pegasus lake water once this asset has been vested in Council.</td>
<td>Short</td>
<td>On Hold until vested  The Council and Pegasus developers are currently working through the process to vest the lake in Council ownership. Once vested, the Council will continue current practices undertaken by the developers including monitoring the quality of the water on an ongoing basis.</td>
</tr>
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<td>Theme</td>
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| Open Spaces   | Develop a Reserves Management Plan for Gladstone Park and ensure this aligns with the vision and intended strategic outcomes of the Woodend Pegasus Area Strategy. | Short  | Completed  
The Sport and Recreation Reserves Management Plan is a composite plan which covers all the sport and recreation reserves in the District, including Gladstone Park. This plan was adopted by the Council in February 2015. The composite plan contains broad guidelines which will not prevent any of the strategic outcomes from the Woodend Pegasus Area Strategy being achieved. |
|               | Revise the Gladstone Park Concept Plan and ensure this aligns with the vision and intended strategic outcomes of the Woodend Pegasus Area Strategy. | Short  | Completed  
The Gladstone Park Concept Plan which was developed in partnership with the park users and wider community has been completed and approved. The first stages of the plan are now in the process of being implemented. |
|               | Design and construct a pedestrian / cycle link from the south end of Pegasus to enable access to Gladstone Park. | Short  | Almost completed  
The walking and cycle link is currently under construction. It is scheduled for completion in July 2017 |
|               | Reflect in the 2015-25 LTP appropriate funding for the development of Gladstone Park including confirming the existing allocation signalled in the 2012-22 LTP. | Short  | Completed  
$900,000 was included in the 2015-25 LTP for the development of Gladstone Park. |
|               | Ensure that appropriate reserves are planned for the residential areas of Ravenswood and East Woodend subdivisions yet to be developed. | Short  | Ongoing  
Outline Development Plans (ODPs) are in place for Ravenswood and East Woodend which identify locations and sizes of reserves. Pre-application meetings with developers are on-going. A targeted meeting has been held between the Council and Ravenswood developers and agreement reached about reserve provision. |
|               | Continue to maintain existing reserves at Woodend and Pegasus to ensure they are appropriate and safe. | Short  | Ongoing  
Maintenance contracts remain in place for the Woodend and Pegasus Reserves vested in Council to ensure agreed levels of service and safety are achieved. |
|               | Determine the arrangement for the long-term management of the Eastern Conservation Management Area. | Short  | On Hold until vested  
Long term management of the ECMA will likely be by Te Kohaka o Tuhaitara Trust pending the outcome of ongoing discussions between the developers and the Trust. |
<p>|               | Develop a Management Plan under the Reserves Act 1977 for the Western Ridge Conservation | Short  | On Hold until vested  |</p>
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<td></td>
<td>Management Area once it is vested in Council in consultation with other Western Ridge Conservation Management Area Deed signatories.</td>
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**Key**

- **Completed**
- **Underway or on-going**
- **On hold**
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO and TRIM NO: GOV-26-09-06 / 170629067462

REPORT TO: Woodend-Sefton Community Board

DATE OF MEETING: 10 July 2017

FROM: Edwina Cordwell - Governance Adviser

SUBJECT: Approval of the Woodend-Sefton Community Board’s Submission to the Canterbury Regional Land Transport Committee – Proposed 3 Laning Southbound of the Waimakariri Bridge.

SIGNED BY:
(for Reports to Council or Committees)

1. SUMMARY

1.1. The purpose of this report is to seek the Board’s approval of its draft submission to the Canterbury Regional Land Transport Committee on the proposal to vary the Regional Transport Plan to allow a third lane south on the Waimakariri Bridge as part of the Christchurch Motorway Extension.

Attachments:

i. The Woodend-Sefton Community Board’s Draft Submission to the Canterbury Regional Land Transport Committee (Trim 170620063218).

2. RECOMMENDATION

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 170629067462.

(b) Approves the Board’s Submission to the Canterbury Regional Land Transport Committee in relation to a third lane south at the Waimakariri Bridge as part of the Christchurch Motorway extension (Trim 170620063218).

3. ISSUES AND OPTIONS

3.1. Public consultation for the proposal to vary the Regional Transport Plan to allow a third lane south on the Waimakariri Bridge as part of the Christchurch Motorway Extension opened on 13 June and close on 13 July 2017.

3.2. A draft submission was circulated to Board members on 28 June and comments sought.

3.3. The attached submission is the final draft incorporating those comments.

3.4. The Management Team has reviewed this report and supports the recommendations.
4. **COMMUNITY VIEWS**
   

5. **FINANCIAL IMPLICATIONS AND RISKS**
   
   5.1. Not applicable.

6. **CONTEXT**
   
   6.1. **Policy**
   
   This matter is not a matter of significance in terms of the Council’s Significance Policy.

   6.2. **Legislation**
   
   Not Applicable.

   6.3. **Community Outcomes**
   
   - Transport is accessible, convenient, reliable and sustainable

Edwina Cordwell
Governance Advisor
Submission to the Canterbury Regional Land Transport Committee

On the proposal to vary the Regional Land Transport Plan to allow a third lane south on the Waimakariri Bridge as part of the Christchurch Northern Motorway extension

Submission by
The Woodend-Sefton Community Board
Waimakariri District Council

July 2017
Person for Contact: Shona Powell Chairperson
Edwina Cordwell Governance Adviser
Contact details

Name: Edwina Cordwell
Postal address: Private Bag 1005, Rangiora 7440
Phone number: 03 311 8900
Email address: Edwina.cordwell@wmk.govt.nz

Are you submitting on behalf of an organisation? Yes [X] No [ ]
If yes, which organisation are you submitting on behalf of?
Woodend-Sefton Community Board - Waimakariri District Council
The Woodend-Sefton Community Board thank the Committee for the opportunity to comment on the proposed additional third lane southbound over the Waimakariri River as part of the Christchurch Northern Motorway extension.

**The Board would wish to be heard.**

The Woodend-Sefton Community Board area covers the townships of Pegasus, Sefton, Waikuku, Waikuku Beach, Woodend and Woodend Beach. The area has a current population of approximately 7,200.

The District as a whole has experienced a rapidly growing population that is projected to continue to increase in the short to medium term. The Pegasus Township has grown steadily post-earthquakes and with the addition of the Ravenswood subdivision the population within the Board’s community area will rise further and significantly.

The majority of these residents are regular users of the Waimakariri Bridge whether for the daily commute to Christchurch, or for other activities.

Additional public transport options have been recently introduced, including an Express City bound service but are hampered by the volume of traffic and hold ups encountered at peak periods. This leads to a lack of reliability which discourages take up and hampers a move away from private vehicle usage.

There has, and continues to be, strong support within the community for improved access southbound and the Board wishes to firmly express its support for the NZTA proposal to bring forward the development to align with the Western Belfast Bypass.

The Board is extremely supportive of the effective and efficient use of public funds through such a variation to the Regional Land Transport Plan.

The window of opportunity to construct the third south-bound lane on the Waimakariri motorway bridge now exists so that the current construction programme of the Northern Arterial Road can be cost-effectively integrated, and not necessitate further disruption at a later stage;

A comprehensive package of measures including the possibility of a dedicated lane for buses and multi occupancy vehicles is needed to address the already significant and rising number of single occupancy commuter vehicles which the Board notes with concern.

A third south-bound lane as part of a comprehensive approach also provides the opportunity to increasingly focus public transport across the old Main North Road bridge, with service time and reliability benefits, and it could cost-effectively be accompanied by a long sought after cycleway connection across the river.

Thank you.

Shona Powell
Chairperson
1. SUMMARY

1.1. The purpose of this report is to provide the Board with information regarding the Board’s 2017/2018 Discretionary Grant and for the Board to consider and approve the Grant Criteria and Application Form.

Attachments:

i. Draft Woodend-Sefton Community Board 2017/2018 Grant Application Criteria and Application Form (Trim No. 170627066271)
ii. Draft Woodend-Sefton Community Board 2017/2018 Accountability Form (Trim No. 170627066272)

2. RECOMMENDATION

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 170628066644

(b) Approves the Board’s 2017/2018 Discretionary Grant Application Criteria and Application Form

(c) Approves the Board’s 2017/2018 Discretionary Grant Accountability Form

(d) Notes that the Discretionary Grant funding available for the 2017/18 financial year is $2,970 plus any carry forward approved by the Council at its meeting of 4 July 2017

AND EITHER:

(e) Approves that grant applications will be considered by the Board at every second meeting/month from the start of the 2017/2018 financial year; being August, October and December 2017, February, April and June 2018.

OR

(f) Approves that grant applications will be considered by the Board at every meeting/month from the 2017/2018 financial year (July 2017 to 30 June 2018)

3. ISSUES AND OPTIONS

3.1. The Discretionary Grant Fund allocations enable a large and diverse range of community activities, events and services to take place or to be delivered.

3.2. Often these applications are for events or activities that are to occur at a particular time. The Board may wish to consider applications at each meeting/month to provide a timely decision in such cases.
3.3. Not all eligible groups may be aware of the fund so it is anticipated that both Board members and Council staff will continue to be pro-active in this regard, through networking and community groups they interact with.

3.4. The 2017/2018 total Discretionary Grant Fund allocation approved by the Council for the Woodend-Sefton Community Board is $2,970.

3.5. It is recommended that the Board regularly review the remaining balance of the fund to ensure that it is on track to be spent or to take any other necessary action.

3.6. Staff will periodically advertise the grants through the Community Notice Board page in the Northern Outlook, Chatter, community publications including the Woodpecker and social media as required.

3.7. Application forms are available on the Council website, from Service Centres or by contacting any of the Governance team.

3.8. The Management Team/CE have reviewed this report and support the recommendations.

4. **COMMUNITY VIEWS**

4.1. Not sought.

5. **FINANCIAL IMPLICATIONS AND RISKS**

5.1. That the fund is underspent at the end of the 2017/18 financial year and that the community benefits have been limited as a consequence.

6. **CONTEXT**

6.1. **Policy**

This matter is not a matter of significance in terms of the Council’s Significance and Engagement Policy.

6.2. **Legislation**

Not applicable

6.3. **Community Outcomes**

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

Edwina Cordwell
Governance Adviser
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 consider a number of factors in their 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 need to demonstrate to the community where funding is going and what it is being spent on. This is one of the reasons the Board require 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 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).

<table>
<thead>
<tr>
<th>Examples (but not limited to) of what the Board cannot fund</th>
<th>Examples (but not limited to) of what the Board can fund:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗ Wages</td>
<td>✓ New equipment</td>
</tr>
<tr>
<td>✗ Debt servicing</td>
<td>✓ Toys/educational aids</td>
</tr>
<tr>
<td>✗ Payment for volunteers (including arrangements in kind eg petrol vouchers)</td>
<td>✓ Sporting equipment</td>
</tr>
<tr>
<td>✗ Stock or capital market investment</td>
<td>✓ Safety equipment</td>
</tr>
<tr>
<td>✗ Gambling or prize money</td>
<td>✓ Costs associated with events</td>
</tr>
<tr>
<td>✗ Funding of individuals (only non-profit organisations)</td>
<td>✓ Community training</td>
</tr>
<tr>
<td>✗ Payment of any legal expenditure or associated costs</td>
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<tr>
<td>✗ Purchase of land and buildings</td>
<td></td>
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<tr>
<td>✗ Activities or initiatives where the primary purpose is to promote, commercial or profit-oriented interests</td>
<td></td>
</tr>
<tr>
<td>✗ Payment of fines, court costs or mediation costs, IRD penalties</td>
<td></td>
</tr>
</tbody>
</table>
WOODEND-SEFTON COMMUNITY BOARD DISCRETIONARY GRANT APPLICATION

Criteria for application

- Grant applications will be considered every month by the Woodend-Sefton Community Board. Applications are recommended to be received three weeks prior to Board meeting dates for processing.
- Generally funding grants will be a maximum of $500 in any one financial year (July 2017 to June 2018) 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.
- The group should have strong links with the Woodend-Sefton community.
- The applications should clearly state the purpose for which the money is to be used.
- The applicants should submit a 1-2 page 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 Woodend-Sefton Community Board.
- The Board support 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 Council outlining how the funds were applied, within six months of the grant being allocated, when funds are spent, or prior to a new application. A new application will not be accepted until the previous accountability form has been completed and returned. 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.

What happens now?

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

Community Board Advocate
Woodend-Sefton Community Board
C/- Waimakariri District Council
Private Bag 1005
Rangiora 7440

Or hand deliver to either

- Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi.
- Rangiora Service Centre, 215 High Street, Rangiora.

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 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.
WOODEND-SEFTON COMMUNITY BOARD DISCRETIONARY GRANT APPLICATION

Groups Applying for Board Discretionary Grants 2017/2018

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 specifically for? (Use additional pages if needed)

What is the timeframe of the project? 

Overall Cost of Project: $ Amount Requesting: $ 

How many people will directly benefit from this project? 

Who is 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 by Ward:

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

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?
WOODEND-SEFTON COMMUNITY BOARD DISCRETIONARY GRANT APPLICATION

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

What is the benefit(s) to your organisation?

What are the benefit(s) to the Woodend-Sefton community or wider district?

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:

Have you applied to the Woodend-Sefton 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 (not compulsory)

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:
Woodend-Sefton Community Board
Accountability Form for 2017/2018 Discretionary Grant Recipients

For funding provided during the period July 2017 – June 2018

This form is to tell the Board what you spent the money on

The purpose of the accountability form is to provide transparency in relation to public funds granted to community groups and to provide the Board with feedback on the event/project and its impact in the community.

Please complete when the project is completed and return within six months of funds being granted. You must return this form in order to be eligible for future funding. The Board would also appreciate any photos, where practically possible, of the event/project. The information provided will be used in a report to the Board that will be publicly available.

Name of group: ………………………………………………………………………………………………………
Date: ........................................... Amount allocated: $………………………………..
Purpose for grant ……………………………………………………………………………………………….

Please give details of how money was spent:
......................................................................................................................................................... $…….
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A description of the activities undertaken and benefits that have been achieved with these funds. Please include, where possible, photographs and the number of people who attended or were assisted:
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(Use additional pages if necessary)

Two authorised signatories to complete the details below:

Date ........................................ Date ..........................................
First contact name………………………… Second contact ..........................................
Signature ........................................ Signature .................................
Position ........................................ Position ....................................
Phone ........................................ Phone ........................................
Address ........................................ Address ......................................

Return to: Community Board Advocate
Waimakariri District Council
Private Bag 1005
Rangiora 7440
15th June 2017

Governance Secretary
Waimakariri District Council
Private Bag 1005
Rangiora 7440

On behalf of the parents, teachers and students of Sefton School, we would like to thank the Woodend-Sefton Community Board, for generously awarding our school a $500 grant.

This money will go a long way in helping us purchase new technology for our junior school, which will contribute greatly to a more interactive and modern learning environment.

Please find attached a copy of an invoice as requested, and again thank you for your generosity.

Kind Regards,

Catherine Graham
Co-President
Sefton School PTA
PO Box 9
Sefton
WAIMAKARIRI DISTRICT COUNCIL

REPORT

FILE NO: GOV-26-09-06 / 170704068780
REPORT TO: Woodend-Sefton Community Board
DATE OF MEETING: 10 July 2017
FROM: Shona Powell, Chairperson Woodend-Sefton Community Board
SUBJECT: Chair’s Report for 5 June - 2 July 2017

1. SUMMARY

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 June</td>
<td>Board Chairs Training</td>
<td>In-house with the Council’s Governance team. Informative, interactive and very valuable. Good opportunity to get together and talk with other Board Chairs. Some training needs were identified going forward. Thanks to the Governance team for this.</td>
</tr>
<tr>
<td>14 June</td>
<td>Board Chairs meeting with Mayor</td>
<td>Good opportunity for Mayor to update Chairs, and for Chairs to raise issues.</td>
</tr>
<tr>
<td>29 June</td>
<td>WSCB - Communication Strategy</td>
<td>Informal get-together to talk about possible strategies for connecting with our communities, and being more visible and accessible. We are pleased with what we have achieved so far this year with regular contributions to community newsletters, media coverage and the Facebook page being launched, as well as getting out and about. One initiative is to start drop-in sessions, hopefully prior to our Board meetings. Discussed how we will use and promote the WSCB Facebook page. Also, an opportunity to get out in the community.</td>
</tr>
</tbody>
</table>

Planned events for coming month:
- 6 July – Draft District Development Strategy Drop in Session, Woodend Community Centre
- 9 July – North Canterbury Neighbourhood Support Family Picnic, Pegasus Bay School
- 22 July – Waste Minimisation Management Plan Drop in Session, Pegasus Community Centre

2. RECOMMENDATION

THAT the Woodend-Sefton Community Board:

(a) Receives report No. 170704068780.

Shona Powell
Chairperson, Woodend-Sefton Community Board
**Rhonda’s diary - June/July 2017**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Meeting</th>
<th>Additional Comments</th>
</tr>
</thead>
</table>
| Pegasus Residents Group Inc. | • Attended committee meeting 13 June  
• Assisted with Ethel and Bethel event 17 June. A great deal of fun was had by those present, though numbers was down on last year, which meant less spirited bidding in the auction and less funds raised. |
| Pegasus Community Centre | Signage and partitions now in place. Date for opening event set as Sunday 12 August, details to be finalized and will be promoted in the August edition of The Woodpecker. WSCB members are encouraged to attend.  
4 July – met with Sarah Waldron, Visit Waimakariri, to discuss notice board in Com Centre and promotion of Pegasus and com centre. |
| 29 June  | Informal WSCB get-together at Sefton Pub            |
| 3 July   | DDS Stakeholders meeting at Rangiora Town Hall     | Attended on behalf of PRGI                                                                                                                                 |

**Planned events for coming month:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Meeting</th>
<th>Details</th>
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</table>
| 6 July   | DDS Drop-in at Woodend                            | On behalf of PRGI and WSCB  
Involves NS, Civil Defence, Com Watch and Police.                                                                                       |
| 9 July   | NS Picnic at Pegasus Bay School Hall. 10 – 2, indoor picnic |                                                                                                                                             |
| 11 July  | PRGI committee meeting                            |                                                                                                                                             |
| 14 July  | Kaiapoi art expo opening                          |                                                                                                                                             |
| 17 July  | Pegasus community watch meeting                   | Community watch team members meeting with Helen Todd                                                                                      |
| 25 July  | The Woodpecker Community Trust meeting             |                                                                                                                                             |
| 8 August | PRGI committee meeting                            |                                                                                                                                             |
| 9 August | Canterbury Museum visit                           | Elected members behind the scenes visit to Canterbury museum                                                                                |
| 13 August| Pegasus Community Centre open day                 | WSCB invited to have a presence.                                                                                                           |
Members Information Exchange Woodend-Sefton Community Board - 10 July 2017

Board Member: Andrea Allen

Waimakariri Health Advisory Group

Membership

- A need for new specific members for the group:
  - Mental Health
  - Practice Nurse
  - Youth Health
  - Maori Health
  - GP Rep

If Board members know of a person who could potentially fill one of these roles, please email madeleine.burdon@wmk.govt.nz

Resilient Children Workshops

- Being considered for the Waimakariri District by Sarah Saunders.

Local Alcohol Policy

- WHAG affirmed intention to submit regarding ‘Off Licence’ conditions in the upcoming review.
- Noted that Community Boards are circulated with all new licence applications.

Suicide Prevention

- Nicola Trolove presented a PowerPoint on pulling together a suicide prevention working group to compile feedback for a submission for the current draft Suicide Prevention Strategy and to revise the WHAG action plan for the next 12 months.
- Andrea has promoted this via articles in the Northern Outlook and other media.

North Canterbury Neighbourhood Support

Community Policing

- NCNS were advised that there was to be a review of Community Policing possibly leading to the disestablishment of the Community Constable role. The Woodend-Sefton Community Board has written to Canterbury Police in this regard.

Old Fashioned Family Fun Day

- Takes place on Saturday 9 July 10.00 am to 2.00 pm
- Board members Allen and Mather delivered flyers

Board Communications/Community Engagement

- Board members met for a casual workshop with the focus on communication and how to ensure that we are connecting at grass roots level. We have identified areas that we can concentrate in and small wins that are obtainable.
### Al Blackie’s diary - June/July 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event/Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 June</td>
<td>Meeting with Pony Club regarding reserve</td>
</tr>
<tr>
<td>12 June</td>
<td>Councillors group</td>
</tr>
<tr>
<td>13 June</td>
<td>Red Zone Regeneration briefing</td>
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<td></td>
<td>District Planning and Regulation Committee briefing</td>
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<td>Council briefing</td>
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<tr>
<td>14 June</td>
<td>Silverstream Planting group</td>
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<td>3 Waters subcommittee meeting</td>
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<td>15 June</td>
<td>Presentation from Ara on the Kaiapoi River</td>
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<tr>
<td>16 June</td>
<td>Meeting with Opus</td>
</tr>
<tr>
<td>19 June</td>
<td>Meeting with Chair of Kaiapoi-Tuahiwi Community Board</td>
</tr>
<tr>
<td>20 June</td>
<td>Council meeting – Adoption of 2017/2018 Annual Plan</td>
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<tr>
<td></td>
<td>Utilities and Roading Committee meeting</td>
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<td></td>
<td>Regeneration Staff group</td>
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<tr>
<td>21 June</td>
<td>Meeting with local resident/ratepayer</td>
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<td></td>
<td>Attended presentation of Dr. H Hudson’s report</td>
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<td>22 June</td>
<td>Clarkville Drainage Advisory Group meeting</td>
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<tr>
<td>27 June</td>
<td>Meeting with Regeneration staff</td>
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<td></td>
<td>Science Advisory Group (SSAG)??</td>
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<tr>
<td>28 June</td>
<td>3 Waters subcommittee</td>
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<td></td>
<td>ECan – Silverstream</td>
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<tr>
<td>29 June</td>
<td>Meeting with Red Zone resident</td>
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<td></td>
<td>Phil Abraham – ECan</td>
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<tr>
<td>3 July</td>
<td>Kaiapoi-Tuahiwi Community Board meeting</td>
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<td></td>
<td>District Development Strategy workshop</td>
</tr>
<tr>
<td>4 July</td>
<td>Regeneration</td>
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<td></td>
<td>Council meeting</td>
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<tr>
<td>5 July</td>
<td>Coastal Drainage Committee</td>
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<tr>
<td>7 July</td>
<td>Meeting with Red Zone research student</td>
</tr>
<tr>
<td></td>
<td>Red Zone video shoot</td>
</tr>
</tbody>
</table>