

# Agenda

## Kaiapoi-Tuahiwī Community Board

Monday 18 March 2024

4pm

Kaikanui Room  
Ruatanīwha Kaiapoi Civic Centre  
176 Williams Street, Kaiapoi

**Members:**

Jackie Watson (Chairperson)

Sandra Stewart (Deputy Chairperson)

Neville Atkinson

Tim Bartle

Al Blackie

Tracey Blair

Russell Keetley

## **AGENDA CONTENTS – KAIAPOI-TUAHIWI COMMUNITY BOARD MEETING**

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**AGENDA FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO BE HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 18 MARCH 2024 AT 4PM.**

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

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	<b><u>BUSINESS</u></b>	<i>PAGES</i>
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<b>3</b>	<b><u>CONFIRMATION OF MINUTES</u></b>	
3.1	<b><u>Minutes of the Kaiapoi-Tuahiwi Community Board – 19 February 2024</u></b>	<i>9-16</i>
	<i>RECOMMENDATION</i>	
	<b>THAT</b> the Kaiapoi-Tuahiwi Community Board:	
	(a) <b>Confirms</b> the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 19 February 2024, as a true and accurate record.	
3.2	<b><u>Matters Arising (From Minutes)</u></b>	
<b>4</b>	<b><u>DEPUTATIONS AND PRESENTATIONS</u></b>	
4.1	<b><u>Cr Claire McKay – Environment Canterbury Long Term Plan</u></b>	
	Cr C McKay will be in attendance to inform the Board about Environment Canterbury's 2024-34 Draft Long Term Plan.	
<b>5</b>	<b><u>ADJOURNED BUSINESS</u></b>	
	Nil.	
<b>6</b>	<b><u>REPORTS</u></b>	
6.1	<b><u>Reserve Naming Request – Reserve at 34 Tuhoe Avenue, Kaiapoi – Jon Read (Greenspace and Community Facilities Planner)</u></b>	<i>17-21</i>
	<i>RECOMMENDATION</i>	
	<b>THAT</b> the Kaiapoi-Tuahiwi Community Board:	
	(a) <b>Receives</b> Report No. 240307035963.	
	(b) <b>Approves</b> the name Jane Garden Reserve for the recreation reserve at 34 Tuhoe Avenue, Kaiapoi.	

6.2 **Proposal that the Tuahiwi Footpath be named “Johnno’s Way” – Dominic Mansbridge (Project Engineer) and Joanne McBride (Roading and Transport Manager)**

22-26

*RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 240207016698.
- (b) **Approves** the naming of the footpath, on the eastern side of Tuahiwi Road, starting at the Tuahiwi Urupa (Te Uru Ti) in the north, through to no. 142 Tuahiwi Road in the south, Tuahiwi as “Johnno’s Way”.
- (c) **Approves** a memorial bench and plaque being installed adjacent to the new path, outside the Tuahiwi Reserve, to commemorate Johnno Crofts and Denise Hamilton.
- (d) **Notes** that the cost to supply and installation of a memorial bench is estimated to be \$4,278 excluding GST, and that this will be funded from Tuahiwi Footpath Budget (PJ 102011.000.5135) which has sufficient budget to allow for the bench and plaque.
- (e) **Notes** that Ngāi Tūāhuriri have proposed to hold the opening celebrations on Wednesday 27 March 2024.
- (f) **Notes** that the views of the wider community have not been sought on this proposal.
- (g) **Circulates** this report to Utilities and Roading Committee for their information.

6.3 **Road Naming – Lime Developments Limited (The Sterling Retirement Village) – Scott Morrow (Rates Officer – Property Specialist)**

27-35

*RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 240305033968.
- (b) **Approves** the following proposed road names for Roads 1 and 2 as part of the Sterling Retirement Village as shown on the attached plan.
  - 1. Poppy Way
  - 2. Daffodil Way
- (c) **Notes** that the Community Board may replace any proposed names with a name of its choice.

6.4 **Road Naming – Lime Developments Limited (Silverstream Stage 7) – Scott Morrow (Rates Officer – Property Specialist)**

36-44

*RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 240305034362.
- (b) **Approves** the following proposed road name for a private Right of Way as part of Silverstream Stage 7 as shown on the attached plan.
  - 1. Endacott Lane (Pvt)
- (c) **Notes** that the Community Board may replace the proposed name with any name of its choice.

6.5 **Applications to the Kaiapoi-Tuahiwi Community Board’s 2023/24 Discretionary Grant Fund – Kay Rabe (Governance Advisor)**

45-61

*RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 240214021054.
  - (b) **Approves** a grant of \$..... to the Cure Boating Club to paint a mural on its river-facing wall.
- OR**
- (c) **Declines** the application from the Cure Boating Club.

**7 CORRESPONDENCE**

7.1 **Letter from K Adams regarding an Information Board for the Kaiapoi Railway Station Trust**

62

*RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the correspondence.

**8 CHAIRPERSON’S REPORT**

8.1 **Chairperson’s Report for February 2024**

The Chairperson will provide a verbal update.

*RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the verbal report from the Kaiapoi-Tuahiwi Community Board Chairperson.

**9 MATTERS REFERRED FOR INFORMATION**

9.1 **Oxford-Ohoka Community Board Meeting Minutes 8 February 2024.**

9.2 **Woodend-Sefton Community Board Meeting Minutes 13 February 2024.**

- 9.3 Rangiora-Ashley Community Board Meeting Minutes 13 December 2023.
- 9.4 Chlorine Exemption Revised Strategy – Report to Council Meeting 7 February 2024 – Circulates to all Boards.
- 9.5 Adoption of Greater Christchurch Partnership Housing Action Plan – Report to Council Meeting 7 February 2024 – Circulates to all Boards.
- 9.6 Kaiapoi Night Market Proposal – Report to Council Meeting 7 February 2024 – Circulates to the Kaiapoi-Tuahiwi Community Board.
- 9.7 Rangiora-Ashley Community Board Chairpersons Report for the period October 2022 to December 2023 – Report to Council Meeting 7 February 2024 – Circulates to all Boards.
- 9.8 Woodend-Sefton Community Board Chairpersons Report for the period October 2022 to December 2023 – Report to Council Meeting 7 February 2024 – Circulates to all Boards.
- 9.9 Oxford-Ohoka Community Board Chairpersons Report for the period October 2022 to December 2023 – Report to Council Meeting 7 February 2024 – Circulates to all Boards.
- 9.10 Kaiapoi-Tuahiwi Community Board Chairpersons Report for the period October 2022 to December 2023 – Report to Council Meeting 7 February 2024 – Circulates to all Boards.
- 9.11 Health, Safety and Wellbeing Report January 2024 – Report to Council Meeting 7 February 2024 – Circulates to all Boards.
- 9.12 July 2023 Flood Recovery Progress Update – Report to Utilities and Roading Committee 20 February 2024 – Circulates to all Boards.
- 9.13 Libraries Update to 29 January 2024 – Report to Community and Recreation Committee 20 February 2024 – Circulates to all Boards.
- 9.14 Aquatics February Report – Report to Community and Recreation Committee 20 February 2024 – Circulates to all Boards.

**Public Excluded**

- 9.15 Kaiapoi regeneration Area – Wai Huka o Waitaha Trust (WHoW) Proposal Update – Report to Council Meeting 7 February 2024 – Circulates to all Boards.
- 9.16 Proposed Partial Sale of 136 Percival Street, Rangiora – Report to Council Meeting 7 February 2024 – Circulates to all Boards.

*RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items.9.1 to 9.14.
- (b) Receives the separately circulated public excluded information in item 9.15 to 9.16.

**Note:**

- 1. *The links for Matters for Information were previously circulated to members as part of the relevant meeting agendas.*
- 2. *Hard copies of the Public Excluded items were circulated to members separately.*

## 10 **MEMBERS' INFORMATION EXCHANGE**

63-65

### 10.1 **Brent Cairns**

### 10.2 **Philip Redmond**

*The purpose of this exchange is to provide a short update to other members in relation to activities/meetings that have been attended or to provide general Board related information.*

## 11 **CONSULTATION PROJECTS**

### 11.1 **Community Development**

Consultation closes Friday 22 March 2024.

<https://letstalk.waimakariri.govt.nz/community-development>

### 11.2 **West Eyreton Domain Pavilion**

Consultation closes Friday 29 March 2024.

<https://letstalk.waimakariri.govt.nz/west-eyreton-domain-pavilion>

### 11.3 **Environment Canterbury Draft Long Term Plan**

Consultation runs from Wednesday 13 March to Sunday 14 April 2024.

[ecan.govt.nz/whatsthecost](https://ecan.govt.nz/whatsthecost)

### 11.4 **Council Long Term Plan**

Consultation from Friday 15 March to Monday 15 April 2024.

*(refer to the Council website)*

#### Community Drop-In Sessions

Rangiora	Tuesday 26 March	4pm to 6pm	Council Chambers
Woodend	Wednesday 3 April	4pm to 6pm	Woodend Community Centre
Oxford	Monday 8 April	4pm to 6pm	Oxford Town Hall
Pegasus	Wednesday 10 April	10am	Pegasus Community Centre (Ronel's Community Cuppa)
Kaiapoi	Thursday 11 April	5pm to 7pm	Kaiapoi Library
Mandeville	Thursday 11 April	7pm to 9pm	Ohoka Domin Pavilion

## 12 **BOARD FUNDING UPDATE**

### 12.1 **Board Discretionary Grant**

Balance as at 29 February 2024: \$2,045.

### 12.2 **General Landscaping Budget**

Balance as at 29 February 2024: \$26,790.

## 13 **MEDIA ITEMS**

## 14 **QUESTIONS UNDER STANDING ORDERS**

**15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

**NEXT MEETING**

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 15 April 2024 at 4pm.

**Workshop**

- *Members Forum*



**MINUTES FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 19 FEBRUARY 2023 AT 4PM.**

**PRESENT**

J Watson (Chairperson), S Stewart (Deputy Chairperson), A Blackie, T Bartle, T Blair and R Keetley.

**IN ATTENDANCE**

B Cairns and P Redmond (Kaiapoi-Woodend Ward Councillors).

C Brown (General Manager Community and Recreation), G MacLeod (Greenspace Manager), M McGregor (Senior Advisor Community and Recreation), I Clark (Project Manager Community and Recreation), S Docherty (Senior Policy Analyst), K Rabe (Governance Advisor) and A Connor (Governance Support Officer).

There was one member of the public present.

**1 APOLOGIES**

Moved: J Watson

Seconded: A Blackie

**THAT** an apology for absence be received and sustained from N Atkinson.

**CARRIED**

**2 CONFLICTS OF INTEREST**

J Watson declared a conflict of interest for item 6.4 as she was a member of the Waimakariri Community Arts Council.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 11 December 2023**

Moved: A Blackie

Seconded: R Keetley

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 11 December 2023, as a true and accurate record.

**CARRIED**

**3.2 Matters Arising (From Minutes)**

There were no mattering arising from the minutes.

**4 DEPUTATIONS AND PRESENTATIONS**

**4.1 Dr Martinez – Blue Zone**

Dr Martinez introduced himself stating his family moved to Kaiapoi seven months ago and he was currently working at the Kaiapoi Family Doctors. He explained that a Blue Zone was a demographic based concept which held the largest concentration of centenarians. The Blue Zones indicated areas that were healthy and where people were able to thrive as humans. There were very few communities in the world working through the process of becoming Blue Zone certified.

Common factors found in Blue Zones included regular physical activity, social engagement, stress management, sense of purpose and a mostly plant based healthy diet. New Zealand already had a good healthcare system in place and social connections between the older generations were prevalent in the Kaiapoi community.

A Blackie questioned if Blue Zones were certified worldwide. Dr Martinez replied there was a system in place to become certified.

T Bartle asked how this would be initially implemented. Dr Martinez noted it could begin with 25% of supermarkets in the area selling Blue Zone approved groceries like fresh fruit and vegetables and ensuring healthy products were available. Another criteria was for 20% of the population to sign a commitment to live a healthier life style.

B Cairns queried if Dr Martinez had presented to any other groups in the community or set up a group to assist with progressing this initiative. Dr Martinez answered the Board was the first conversation he had instigated within the community regarding Blue Zones.

## 5 **ADJOURNED BUSINESS**

Nil.

## 6 **REPORTS**

### 6.1 **Ground Lease Satisfy Food Rescue and Youth Development and Opportunities Trust – I Clark (Project Manager Community and Recreation).**

I Clark and M McGregor were in attendance to present the report which sought approval for two ground leases for the Kaiapoi Community Hub; one for Satisfy Food Rescue and the other for Youth Development and Opportunities Trust (YDOT).

P Redmond questioned if the design would be in the schedule of each lease. I Clark confirmed they would be.

P Redmond was aware of other vendors with a public liability coverage of two million dollars and questioned why only one million dollars was being put forward for these leases. I Clark informed the Board the one million dollars was suggested by the Council's solicitors however the Board could choose to increase that amount.

Following a question from J Watson, I Clark stated YDOT were a trade school for youth currently located on Flaxton Road who provided classes in carpentry, automotive and welding. They also had a gym on site.

J Watson wondered if the design guidelines would be a barrier for groups to build due to costs. I Clark noted the design guidelines were high level. M McGregor stated they were only guidelines and terminology allowed for some leeway. They were in place to ensure that nothing out of scope was built.

J Watson then sought clarity on what the lease differences were. I Clark clarified Satisfy Food Rescue had three vehicles they wished to store overnight whereas YDOT had no vehicles. Also operations of the groups were very different and would require different requirements.

A Blackie asked if there was any update with the MenzShed. I Clark informed the Board that staff had scheduled a meeting with the MenzShed and their architect on site. Staff were hoping to have the lease to the Board in coming months.

B Cairns questioned if Development Contributions would fall on the groups. I Clark stated the development contributions were covered in project budgets.

Moved: J Watson

Seconded: A Blackie

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 240116004847.
- (b) **Approves** the awarding of a ground lease to Satisfy Food Rescue at the Kaiapoi Community Hub located at 38 Charters Street for a term of 30 years.
- (c) **Approves** the concept design from Satisfy Food Rescue.
- (d) **Approves** the awarding of a ground lease to the Kaiapoi Youth Development and Opportunities Trust (YDOT) at the Kaiapoi Community Hub located at 38 Charters Street for a term of 30 years.
- (e) **Approves** the concept design from Youth Development and Opportunities Trust (YDOT).
- (f) **Approves** the design guidelines for the Kaiapoi Community Hub.
- (g) **Approves** delegated authority to the General Manager of Community and Recreation to finalise lease negotiations with interested parties.
- (h) **Approves** delegated authority to the General Manager of Community and Recreation to sign off the final design.
- (i) **Approves** no charges to be incurred for use of the Community Hub Central Lawn for lessees of the Kaiapoi Community Hub for events and activities which Council considers to be community-based and non-commercial.
- (j) **Notes** the lease fee will only be paid if requested (\$1.00 per annum) to fall in line with other community lease agreements, as determined by Council.
- (k) **Notes** that there are slight differences between the lease agreements this reflects the feedback received from the groups as well as the different activities they carry out. However, general conditions are the same.
- (l) **Notes** that Consultation regarding the master plan for the Community Hub was undertaken with the community in late 2021. The location of the proposed buildings on this site is in line with this consultation.
- (m) **Notes** that costs associated with the development of the leased areas will lie with each individual group and the Lessee must ensure that works comply with the site Design Guidelines attached to this report.
- (n) **Notes** Staff have also engaged with Kaiapoi Menz Shed regarding a lease agreement at the Kaiapoi Community Hub however have not received their lease feedback as they are awaiting independent legal advice. This will be brought back to the Kaiapoi Tuahiwi Community Board for approval to grant a ground lease and concept plan when available.
- (o) **Notes** that any lease would be subject to a two-year period to start their build to enable the Groups to raise the funds it needs for the project.
- (p) **Approves** the minimum public liability insurance cover be increased from one million dollars to two million dollars.

**CARRIED**

J Watson stated this had been a long journey and it was very exciting it had finally come to fruition. A Blackie concurred.

P Redmond was also in support of recommendations and felt the leases were excellent. He noted the guidelines were important to nearby residents.

6.2 **Northern Pegasus Bay Bylaw Review – Hearing Panel Representation – S Docherty (Senior Policy Analyst)**

S Docherty spoke to the report and noted the Council adopted the interim Northern Pegasus Bay Bylaw in August 2023 and at the time staff were asked to do a full review. Consultation had begun in December 2023. In the past beach reviews had been done in person however this year there was also an online survey. Over 250 people had completed the survey so far. 29 submissions had been received for the Bylaw review. Both surveys would end on 1 March 2024. Vehicles, dogs and horses were key issues identified in the 2016 review. Vehicles continued to be an issue during the current review as well as dogs not being under effective control, litter and fishing litter. Staff had undertaken a number of community engagements that resulted in rich engagement and discussion.

S Stewart and T Bartle wished to be considered as the Boards representative on the Hearing Panel. After a brief discussion S Stewart withdrew her nomination.

Moved: J Watson

Seconded: A Blackie

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 231114183168.
- (b) **Appoints** Board Member T Bartle, to the Northern Pegasus Bay Bylaw 2016 (amended 2023) Hearing Panel to hear submissions on the Bylaw and to recommend decisions to the Council (meeting dates to be confirmed).
- (c) **Notes** that this consultation will inform development of a Statement of Proposal for the Proposed Northern Pegasus Bay Bylaw 2024. The Statement of Proposal will be made available to the wider public for input through the Special Consultative Procedure required by the Local Government Act 2002.
- (d) **Notes** that the Northern Pegasus Bay Bylaw 2016 (amended 2023) will not be required to be formally reviewed for another 10 years.

**CARRIED**

6.3 **Application to the Kaiapoi-Tuahiwi Community Board's 2023/24 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe informed the Board the Northern Phoenix Paddling Club applied to the Rangiora-Ashley Community Board in December 2023 for \$1,667 for three GoPro cameras and holders and they received \$677.00 which was sufficient funding for one camera and holder, therefore they had applied to Kaiapoi-Tuahiwi Community Board for the balance of the funding required.

Moved: A Blackie

Seconded: S Stewart

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 240110002246.
- (b) **Approves** a grant of \$667 to Northern Phoenix Paddling Club towards the purchasing of Go Pro cameras and holders.

**CARRIED**

A Blackie felt the club was an asset to community and provided vitality to the river precinct. S Stewart concurred.

*S Stewart took the Chair as J Watson removed herself from the discussion and decision making for this item.*

Moved: S Stewart                      Seconded: A Blackie

- (a) **Approves** a grant of \$695 to Waimakariri Community Arts Council – Kaiapoi's Art on the Quay towards the promotion of exhibitions.

**CARRIED**

T Bartle felt the group did a lot of good within the community and it was worthy project.

A Blackie noted this was extremely worthwhile request and the group did a large amount of work enhancing the artistic ethos of the area. S Stewart endorsed A Blackies comments.

6.4 **Approval of the Kaiapoi-Tuahiwi Community Board Plan 2023 – K Rabe (Governance Advisor)**

K Rabe took the report as read.

The Board discussed the plan noting a few amendments and corrections to be signed off by the Chair.

Moved: J Watson                      Seconded: T Bartle

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 240112003407.  
 (b) **Approves** the Kaiapoi-Tuahiwi Community Board Plan 2022-25 (Trim 23030803183).  
 (c) **Authorises** the Chairperson to approve the final version of the Kaiapoi-Tuahiwi Community Board Plan 2023 update, if any further minor editorial corrections are required.

**CARRIED**

**7 CORRESPONDENCE**

7.1 **Letter from P Croucher regarding McGarry History**

7.2 **Memo regarding the Kaiapoi Night Market Proposal**

7.3 **Memo regarding Childrens Day Event**

Moved: J Watson                      Seconded: T Bartle

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the correspondence.

**CARRIED**

## 8 CHAIRPERSON'S REPORT

### 8.1 Chairperson's Report for January 2024

All Together Kaiapoi had made the decision to close. There were eight community events created over the last decade and the Group were currently meeting with different parties to see who could potentially take over the events. The main criteria was the event had to stay in Kaiapoi. Kaiapoi Garden Club would take over the garden competition, Ray White would continue the welcome bags and the fun run and Cane Shield would be handed over to those who currently assisted All Together Kaiapoi with the events.

Waimakariri Public Arts Trust had two Trustee resignations which would necessitate advertising for new trustees. No decision making meetings could be held without a quorum.

Pines and Kairaki Beaches Association meeting had raised issues with speeding on Featherstone Avenue. The Association had also received a good turnout of residents regarding the beach user survey for the Northern Pegasus Bay Bylaw Review.

Kaiapoi's Waitangi Day had one of the largest crowds ever.

Attended the All Boards Session.

South Mixed Business Use Area Update.

Met with C Brown regarding Waimakariri Public Arts Trust future and funding matters.

Moved: J Watson

Seconded: A Blackie

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the verbal report from the Kaiapoi-Tuahiwi Community Board Chairperson.

**CARRIED**

## 9 MATTERS REFERRED FOR INFORMATION

9.1 Woodend-Sefton Community Board Meeting Minutes 4 December 2023.

9.2 Oxford-Ohoka Community Board Meeting Minutes 6 December 2023.

9.3 Rangiora-Ashley Community Board Meeting Minutes 13 December 2023.

9.4 Mandeville Resurgence and Channel Diversion Upgrade Project – Report to Council Long Term Plan Budget Meeting 30 January 2024 – Circulates to the Oxford-Ohoka Community Board.

9.5 Draft 2024 Utilities and Roading Management Plans – Report to Council Long Term Plan Budget Meeting 30 January 2024 – Circulated to all Boards.

Moved: J Watson

Seconded: S Stewart

**THAT** the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items.9.1 to 9.5.

**CARRIED**

## 10 **MEMBERS' INFORMATION EXCHANGE**

### **A Blackie:**

- Natural Environment Strategy submissions had been heard and a report would come back to the Council shortly.
- Quotes were received for the next stage of Mahinga Kai.
- River Carnival would not be going ahead due to a lack of funding. It may be rescheduled for next spring.

### **T Bartle:**

- North Canterbury Neighbourhood Support were still working through their visions and goals.

### **T Blair:**

- Camped at Muscle Car Madness. There was a large police presence.

R Keetley queried what the financial flow on effect for Rangiora as a result of Muscle Car Madness. C Brown responded staff would have that information however the financial flow over into town was not as much as one would expect.

### **P Redmond:**

- Attended Muscle Car Madness.
- Council had been busy with Long Term Plan meetings.

### **B Cairns:**

- New Zealand Motor Home Association in Kaiapoi had 93% occupancy every day. There was an average of 22 new campervans daily. Reports that Kaiapoi was one of the best NZMCA camping sites in all of New Zealand.
- Sovereign Palms put up first of their community cameras.
- 200,000 immigrants were coming into New Zealand. All welcome bags delivered were to people not born in New Zealand.
- Kaiapoi Museum were working hard to gain access to mezzanine floor, were going to submit to the Long Term Plan with an idea which would be more cost efficient.
- Two local restaurants had been broken into.

### **S Stewart:**

- Attended Greypower meeting, they had 600 financial members in North Canterbury. Large conversations regarding the GP shortage were held.
- Kaiapoi Promotions Association were considering taking over events from All Together Kaiapoi, seemed like a positive direction.
- Waimakariri Biodiversity Trust were repeating a popular talk from last year Biodiversity in the Waimakariri Rural Area. It would be held in the Rangiora Town Hall.

### **R Keetley:**

Nothing to report.

## 11 **CONSULTATION PROJECTS**

### 11.1 **Community Development**

Consultation closes Friday 16 February 2024.

<https://letstalk.waimakariri.govt.nz/community-development>

### 11.2 **Oxford Off-Leash Dog Exercise Area**

Consultation closes Sunday 18 February 2024.

<https://letstalk.waimakariri.govt.nz/oxford-off-leash-dog-exercise-area>

11.3 **Northern Pegasus Bay Bylaw**

<https://letstalk.waimakariri.govt.nz/northern-pegasus-bay-bylaw>

11.4 **Pegasus Bay Beach Users Survey 2023/24**

<https://letstalk.waimakariri.govt.nz/pegasus-bay-beach-users-survey-2023-24>

**12 BOARD FUNDING UPDATE**

12.1 **Board Discretionary Grant**

Balance as at 31 January 2024: \$3,407.

12.2 **General Landscaping Budget**

Balance as at 31 January 2024: \$26,790.

**13 MEDIA ITEMS**

**14 QUESTIONS UNDER STANDING ORDERS**

**15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

**NEXT MEETING**

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 18 March 2024 at 4pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5.06PM.

**CONFIRMED**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

<p><b><u>Workshop (5.06pm- 5.12pm)</u></b></p> <ul style="list-style-type: none"> <li>• <i>Members Forum</i> <ul style="list-style-type: none"> <li>▪ <i>LTP Workshop Schedule – Kay Rabe (Governance Advisor)</i></li> </ul> </li> </ul>
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**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** GOV-26-08-06 / 240307035963

**REPORT TO:** Kaiapoi-Tuahiwi Community Board

**DATE OF MEETING:** 18 March 2024

**AUTHOR(S):** Jon Read, Greenspace and Community Facilities Planner

**SUBJECT:** Reserve Naming Request – Reserve at 34 Tuhoë Avenue, Kaiapoi

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

\_\_\_\_\_ General Manager

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

**1. SUMMARY**

- 1.1 This report seeks a decision on a request to formally name a small recreation reserve in Stage 1B of the Beach Grove subdivision in Kaiapoi, as Jane Garden Reserve.
- 1.2 The reserve land parcel at issue is vested as *Lot 302 DP 471077 Recreation Reserve*, being 34 Tuhoë Avenue, Kaiapoi. The current default name applied to the reserve is Tuhoë Avenue North Reserve. Primary access to the site is directly off Tuhoë Avenue.
- 1.3 The proposed name change has been nominated by a neighbouring resident, Gwenda Owen-Cooper.
- 1.4 The Kaiapoi-Tuahiwi Community Board has the delegated authority for the naming of parks and reserves within its Ward.
- 1.5 Council's Greenspace Team has no objection to the current reserve name being changed as proposed. The relevant requirements of Council's *Naming Policy 2023* are judged to be met where applicable. Consultation protocols are referenced further in 4.1 (below).

**Attachments:**

- i. Aerial view of the reserve site
- ii. Photograph of the reserve site

**2. RECOMMENDATION**

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 240307035963.
- (b) **Approves** the name Jane Garden Reserve for the recreation reserve at 34 Tuhoë Avenue, Kaiapoi.

**3. BACKGROUND**

- 3.1. The site is categorised as a Recreation Linkage Reserve under Council's Park Categories and Levels of Service. It forms part of the green walkway network within Beach Grove.
- 3.2. In consideration of this reserve naming request, the Board should note the following relevant requirements of Council's Naming Policy 2023: The name should reflect local identity, help tell the story of the Waimakariri District's natural and cultural heritage; and/or reflect local flora, fauna and topographical features of the District.

- 3.3. The nominated reserve name is in recognition of the work done by Jane Hughes in helping establish, maintain and enhance the reserve's attractiveness for the wider benefit of the local community. This voluntary effort has been ongoing since the reserve was first constructed in the new subdivision seven or eight years ago.
- 3.4. Council's Greenspace Operations Team is currently working in co-operation with Jane to support her efforts and advise of Council's requirements as asset managers. This will continue.
- 3.5. The proposed name has the approval of the nominee, Jane Hughes. It is also compatible with naming protocols for Council's green space reserves.
- 3.6. The proposed name has not been allocated to any other green space reserve within Waimakariri District. Its use is therefore permitted.

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

- 4.1. Categorized as a 'recreation linkage reserve', the site's primary function is to provide off-road pedestrian connectivity and landscape amenity between residential roads. The linkage is located on a small site (316m<sup>2</sup> / 0.0316ha) and has no discernible natural, historic or cultural values of significance to the wider community or Te Ngāi Tūāhuriri. Consequently, there appears to be no necessity to seek wider consultation on competing names for the site.
- 4.2. This naming request is not on the Board's existing list of nominated names for reserves. However, the requested name is specific to the subject site and its future use elsewhere would not be appropriate. The Board has the option to approve the naming of the reserve in accordance with that proposed and recommended. Alternatively, it can decline or defer the decision.
- 4.3. There will likely be future opportunities for other names to be allocated to prominent parks and reserves yet to be developed or officially named at Beach Grove.
- 4.4. The Management Team have reviewed this report and supports the recommendation.

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

There are implications on community wellbeing by the issues and options that are the subject matter of this report. Community participation in Council's efforts to create amenity and improve quality of life within the District's urban residential areas will be recognised and enhanced by this proposal.

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

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

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

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

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

There are no groups or organisations likely to be affected by, or to have an interest in the subject matter of this report.

##### **5.3. Wider Community**

The local community will be informed through local newspapers. The wider community is less likely to be affected by this report.

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

### **6.1. Financial Implications**

The quoted cost for a customized version of a standard permanent materials WDC park name sign - to be made and installed at the main entrance to the reserve - is \$2,195. This will be funded from the Greenspace Signage capital budget code BJ101097.000.5224. The annual budget is \$32,020, with \$6,262 remaining for this financial year. Currently there is no park signage at the reserve.

This budget is included in the Annual Plan/Long Term Plan.

The work and effort Jane has put into the garden is without doubt a great contribution to the local community and anyone who visits this reserve area. Jane has kept the reserve well above the normal operating levels that Greenspace and our Levels of Service would provide. Whilst Jane continues this work, the local community can expect to enjoy this space as Jane has presented it, noting this is not something that Council has agreed for Greenspace to continue to supply if Jane or the local community did not carry on the upkeep. This level of ownership and local pride is a great example of what locals can achieve far beyond what is provided for within business-as-usual budgets. This remains a risk into the future if Jane or the local community did not continue with this level of care and amenity provision.

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

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

### **6.3. Risk Management**

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

### **6.4. Health and Safety**

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

## **7. CONTEXT**

### **7.1. Consistency with Policy**

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

### **7.2. Authorising Legislation N/A**

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

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

- People are able to enjoy meaningful relationships with others in their families, whanau, communities, iwi and workplaces
- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.

### **7.4. Authorising Delegations**

The Kaiapoi-Tuahiwi Community Board has the authority to make a decision on matters that are the subject of this report.

**ATTACHMENTS**

**Reserve Site Location:**



**Reserve Photo 1:**



Reserve Photo 2:



Reserve Photo 3:



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

**FILE NO and TRIM NO:** CON202138-02 / 240207016698

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

**DATE OF MEETING:** 18 March 2024

**AUTHOR(S):** Dominic Mansbridge, Project Engineer  
Joanne McBride, Roading and Transport Manager

**SUBJECT:** Proposal that the Tuahiwi Footpath be named "Johnno's Way"

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

  
General Manager

  
pp Chief Executive

**1. SUMMARY**

- 1.1. The purpose of this report is to seek the Boards approval to name the new footpath in Tuahiwi "Johnno's Way" in commemoration of Johnno Crofts.
- 1.2. The Tuahiwi footpath was constructed in 2023 and is a 1.1-kilometre path that stretches from the Tuahiwi Urupa (Te Uru Ti) in the north, to 142 Tuahiwi Road in the south.
- 1.3. Following completion of the footpath, Mayor Gordon has met with representatives from Ngāi Tūāhuriri who propose to have an opening celebration for the path and for it to recognise Johnno Crofts and Denise Hamilton.
- 1.4. Johnno Crofts had a very large part in building the relationship between the Waimakariri District Council and Ngāi Tūāhuriri. He campaigned for the construction of the path and after his passing Denise Hamilton continued to advocate for the path until her death in 2022.
- 1.5. A seat commemorating Johnno Crofts and Denise Hamilton is to be installed along the path outside the Tuahiwi Reserve.
- 1.6. This proposal provides an opportunity to create a permanent memorial to important figures in the community.

**2. RECOMMENDATION**

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 240207016698.
- (b) **Approves** the naming of the footpath, on the eastern side of Tuahiwi Road, starting at the Tuahiwi Urupa (Te Uru Ti) in the north, through to no. 142 Tuahiwi Road in the south, Tuahiwi as "Johnno's Way".
- (c) **Approves** a memorial bench and plaque being installed adjacent to the new path, outside the Tuahiwi Reserve, to commemorate Johnno Crofts and Denise Hamilton.
- (d) **Notes** that the cost to supply and installation of a memorial bench is estimated to be \$4,278 excluding GST, and that this will be funded from Tuahiwi Footpath Budget (PJ 102011.000.5135) which has sufficient budget to allow for the bench and plaque.

- (e) **Notes** that Ngāi Tūāhuriri have proposed to hold the opening celebrations on Wednesday 27 March 2024.
- (f) **Notes** that the views of the wider community have not been sought on this proposal.
- (g) **Circulates** this report to Utilities and Roding Committee for their information.

### 3. **BACKGROUND**

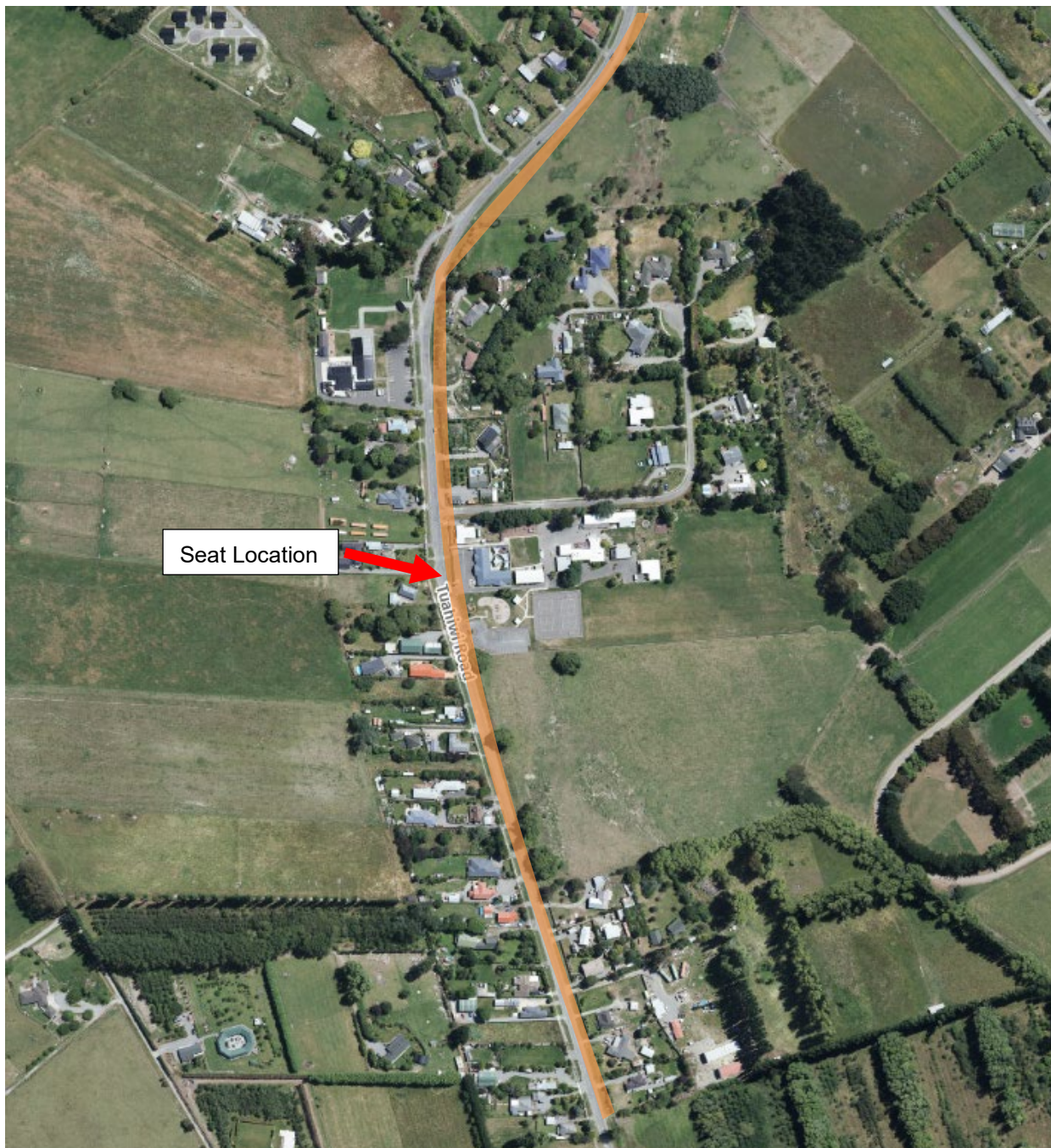


Figure 1 – Footpath and Seat Location

- 3.1. The Construction of the new footpath was largely carried out in the 2022 / 2023 financial year and sought to improve pedestrian connectivity within Tuahiwi.

- 3.2. Construction on the path commenced in April 2023, and was largely completed by June 2023, however there were remedial works which extended into July which meant the full project could not be full completed and the budget and expenditure had to be carried over into 2023/24.
- 3.3. Representatives of the Ngāi Tūāhuriri have proposed that the new footpath in Tuahiwi be named Johnno's Way to commemorate Johnno Crofts, and that a memorial bench be installed outside of the Tuahiwi Reserve.
- 3.4. Johnno Crofts was the Kaumatua of the Council for a number of years. His family originated from and resided in Tuahiwi. Johnno was a strong advocate for his community, successfully campaigning for council to construct a concrete footpath outside the Marae. Over many years Johnno advocated for a footpath to be constructed on the eastern side of the road to recognise the importance of the Urupa. Denise Hamilton took up the advocacy for this after Johnno passed away. She attended and spoke at several Council meetings including the Annual Plan which led to budget provision being approved. Following an informal meeting with the Mayor it was recommended that the name for the footpath be "Johnno's Way" to recognise the significant role Johnno had that led to the footpath being constructed.

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

- 4.1. The Board have the following options:

- 4.1.1. Option One - Approve the name suggested by Ngāi Tūāhuriri representatives as "Johnno's Way".

This is the recommended option given the proposal has come directly from Ngāi Tūāhuriri representatives and acknowledges the important roles that Johnno Crofts and Denise Hamilton have played within the Community.

- 4.1.2. Option Two – Decline the name suggested by Ngāi Tūāhuriri's and seek wider community views on the naming of the footpath.

This is not the recommended option as Tuahiwi is the home of Ngāi Tūāhuriri and the area has played a vital role in Ngāi Tūāhuriri history. As such Ngāi Tūāhuriri is the main stakeholder and have had input into this proposal, rejecting this proposal would likely cause reputational damage between the Council and Ngāi Tūāhuriri,

The bench and plaque commemorating Johnno Crofts and Denise Hamilton have been made and preparation for installation has been tentatively organized with a contractor for the week prior to the opening of the path. There is an estimated cost of \$911 associated with these preparations.

- 4.1.3. Option Three – Decline the recommendation and do not name the path.

While it is uncommon to name paths, this is considered to be a unique situation and given the importance of Tuahiwi and its history. Therefore, this is not the recommended option.

- 4.2. It is noted that the naming of the footpath will not affect or change the adjacent road name, which will remain "Tuahiwi Road".

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

#### 5. **IMPLICATIONS FOR COMMUNITY WELLBEING**

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



## 6. **COMMUNITY VIEWS**

### 6.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to be affected by or have an interest in the subject matter of this report.

This report requests to name the footpath in Tuahiwi as suggested by Ngāi Tūāhuriri representatives.

### 6.2. **Groups and Organisations**

There are not groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

### 6.3. **Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report.

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

### 7.1. **Financial Implications**

Construction of the Tuahiwi Gritted Footpath commenced in April 2023, and was largely completed by June 2023, however there were remedial works which extended into July which meant the full project could not be full completed and capitalised, and as such the budget and expenditure had to be carried over into 2023/24.

The full project budget is \$450,000 of which the current expenditure is \$437,822.

The full cost of implementing this proposal is \$4,278 and is funded from the Tuahiwi Footpath Budget. As such there is sufficient budget for this proposal to proceed. The ongoing maintenance of the memorial bench is likely to be modest.

This budget is included in the Annual Plan/Long Term Plan.

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

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

### 7.3. **Risk Management**

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

### 7.4. **Health and Safety**

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

## 8. **CONTEXT**

### 8.1. **Consistency with Policy**

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

### 8.2. **Authorising Legislation**

### 8.3. **Consistency with Community Outcomes**

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

***Social***

- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.

***Cultural***

- Public spaces express our cultural identities and help to foster an inclusive society.
- The distinctive character of our takiwā, arts and heritage are preserved and enhanced.
- Local arts, culture and heritage are able to make a growing contribution to the community and economy.

**8.4. Authorising Delegations**

The Kaiapoi-Tuahivi Community Board has delegated authority to receive this report and accept the recommendations on behalf of the Council.

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

**FILE NO and TRIM NO:** RDG-26/ GOV-26-08-06/ 240305033968

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

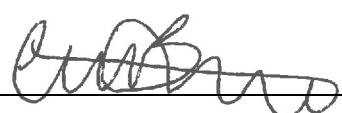
**DATE OF MEETING:** 18 March 2024

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

**SUBJECT:** Road Naming – Lime Developments Limited (The Sterling Retirement Village)

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

  
\_\_\_\_\_  
General Manager

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

**1. SUMMARY**

- 1.1. This report seeks a decision by the Kaiapoi-Tuahiwi Community Board to approve two new Private Right of Way names as part of the Sterling Retirement Village in Kaiapoi.
- 1.2. The Sterling Retirement Village is part of the property at 290 Island Road, Kaiapoi which is under the land parcel Lot 1 DP 540719.

**Attachments:**

- i. Plan of the subdivision showing the new roads to be named. (Trim 240305033928)
- ii. Waimakariri District Council Naming Policy. (Trim 230321039443)
- iii. Pre-approved Road Naming List for Kaiapoi. (Trim 150826123886)

**2. RECOMMENDATION**

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 240305033968.
- (b) **Approves** the following proposed road names for Roads 1 and 2 as part of the Sterling Retirement Village as shown on the attached plan.
  1. Poppy Way
  2. Daffodil Way
- (c) **Notes** that the Community Board may replace any proposed names with a name of its choice.

**3. BACKGROUND**

- 3.1 The developer, Lime Developments Limited has undertaken further expansion of the Sterling retirement village in Kaiapoi.
- 3.2 As part of the latest development of the retirement village there has been changes made to the original plan and subsequently two new internal roads have been created. These roads can be named under the policy.

- 3.3 There are existing internal roads which are part of the retirement village that were previously named by the Kaiapoi Tuahiwi Community Board on 15 March 2021. The naming of these enables the residents to have unique, individually assigned addresses.

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

- 4.1. The developer has provided two names to be considered as part of this stage of the development.
- 4.2. The names put forward by the developer are Poppy Way and Daffodil Way. Both names continue the floral theme used previously in other parts of the retirement village.
- 4.3. The use of road names the right of ways within the complex is allowed under the Australian/ New Zealand addressing standards. Under the section for roads to be named it includes roads within complexes such as universities, hospitals and retirement villages.
- 4.4. Naming of the private roads means that the residents can have their own individual address as well as ensuring that the emergency services will be able to identify each of the retirement units when necessary.
- 4.5. There are retirement villages in the District which have opted not to name their internal roads, however in these instances the addressing practises used, still meet the required standards.
- 4.6. The road type 'Way' as proposed by the developer fits with the definition of a short enclosed roadway.
- 4.7. Whilst the developer has provided their preferred choices for road names from the list, the Kaiapoi-Tuahiwi Community Board has the option to approve the names as proposed or choose alternative names from the list of pre-approved of Kaiapoi road names. However, any changes to the proposed names could affect the theme used for the existing road names.
- 4.8. The names have been checked against the Council's Street name database and the names proposed by the developer are not the same or similar to existing roads in the District.

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

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

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

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

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

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

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

There are not groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

##### **5.3. Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report.

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

### **6.1. Financial Implications**

There are not financial implications of the decisions sought by this report.

The developer will meet the costs of the new road name blades.

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

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

### **6.3. Risk Management**

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

### **6.4. Health and Safety**

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

## **7. CONTEXT**

### **7.1. Consistency with Policy**

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

### **7.2. Authorising Legislation**

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

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

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

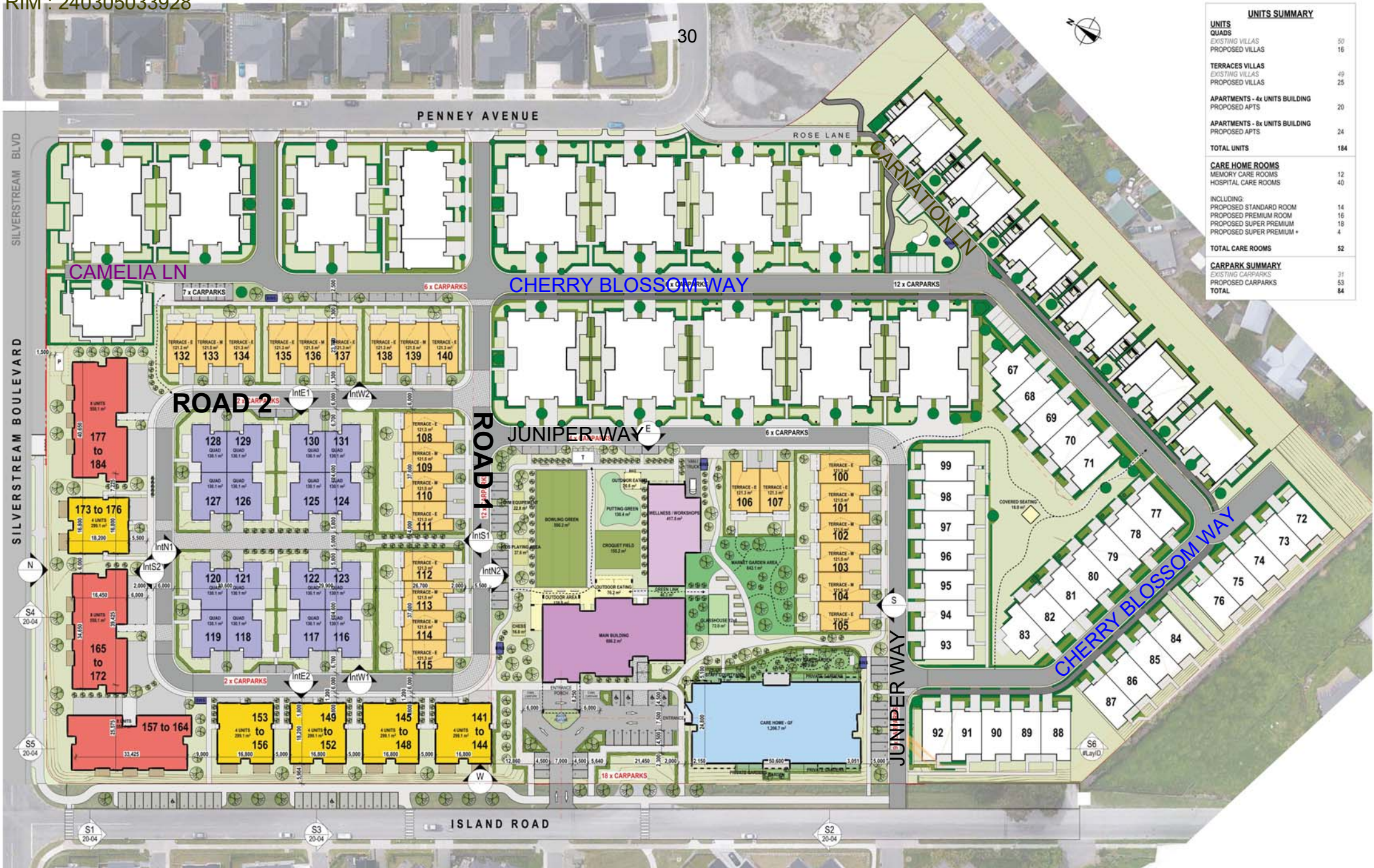
The Council's community outcomes are not relevant to the actions arising from recommendations in this report.

### **7.4. Authorising Delegations**

The Kaiapoi-Tuahiwi Community Board has the delegated power on behalf of the council to approve the naming of new roads.



UNITS SUMMARY	
<b>UNITS</b>	
QUADS	
EXISTING VILLAS	50
PROPOSED VILLAS	16
<b>TERRACES VILLAS</b>	
EXISTING VILLAS	49
PROPOSED VILLAS	25
<b>APARTMENTS - 4x UNITS BUILDING</b>	
PROPOSED APTS	20
<b>APARTMENTS - 8x UNITS BUILDING</b>	
PROPOSED APTS	24
<b>TOTAL UNITS</b>	<b>184</b>
<b>CARE HOME ROOMS</b>	
MEMORY CARE ROOMS	12
HOSPITAL CARE ROOMS	40
INCLUDING:	
PROPOSED STANDARD ROOM	14
PROPOSED PREMIUM ROOM	16
PROPOSED SUPER PREMIUM	18
PROPOSED SUPER PREMIUM +	4
<b>TOTAL CARE ROOMS</b>	<b>52</b>
<b>CARPARK SUMMARY</b>	
EXISTING CARPARKS	31
PROPOSED CARPARKS	53
<b>TOTAL</b>	<b>84</b>



**PROPOSED SITE PLAN - MASTERPLAN**  
A3@1:1000 - A1@1:500

P:23022 The Sterling Kaiapoi | Gel Drawings|23022 The Sterling Kaiapoi - Main file - V26.plt, 5:17 pm



Do not scale drawings. Verify all dimensions on site before preparing Shop Drawings or commencing work. Any doubt, ambiguity or omission on any part of the drawings or specifications should be referred to the Architect for clarification prior to commencement of work. This drawing is COPYRIGHT and remains the property of Gel Architects Ltd.



Project: THE STERLING - KAIAPOI  
1/42 SILVERSTREAM BOULEVARD, SILVERSTREAM KAIAPOI  
For: THE STERLING (KAIAPOI) LIMITED  
Project No: 23022

**PROPOSED SITE PLAN / MASTERPLAN**

**PRELIMINARY 05**  
SCALE @ A1: 1:500 DRAWING N°:  
SCALE @ A3: 1:1000  
DATE: 7/03/2024  
REVISION: **10-03**

# Naming Policy

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## 1. Introduction

This policy describes how the Council allocates names to new roads, streets, parks, reserves and Council owned assets.

## 2. Purpose

The purpose of the policy is to provide Council staff and the public with information about how the Council manages the naming and renaming of its various assets and facilities within its boundaries.

## 3. Scope

3.1. The scope of the policy covers naming procedures and criteria for the following types of infrastructure within the district:

- Naming of roads and streets
- Naming of parks and reserves
- Naming of Council assets, including open spaces, facilities, swimming pools, and Council owned buildings and properties (excluding utilities).

3.2. When undertaking its processes to name Council owned or managed infrastructure or assets, the policy includes Council's obligations under the Treaty of Waitangi and recognises the importance of the Memorandum of Understanding with our Treaty partner, Te Ngāi Tūāhuriri Rūnanga.

## 4. Policy objectives

- 4.1. The overall policy objective is to ensure roads, streets, parks, reserves and Council assets or facilities naming procedures reflect local identity.
- 4.2. The policy provides direction to the public or Council staff about how to apply for approval to name, rename or dedicate Council property, buildings, or park elements.
- 4.3. The policy will provide clarity and consistency in the naming of all Council assets.

## 5. Policy statement

### 5.1. Overview approach

When naming all roads, streets, parks, reserves and facilities, the Council and its representatives will seek to work with Te Ngāi Tūāhuriri Rūnanga to select suitable options, which:

- Tell the story of Waimakariri and reflect the district's natural and cultural heritage
- Do not cause confusion with existing names in the Waimakariri District or neighbouring districts
- Pay homage to the historical significance of particular locations

- Acknowledge the cultural significance of the area to Te Ngāi Tūāhuriri
- Reflect local flora, fauna, and topographical features of the district.

## 6. Naming of roads and streets

- 6.1. The Council's four Community Boards have the delegated authority for the naming of new streets and roads and altering existing street names within their respective wards.
- 6.2. Re-naming of existing streets and roads will only be undertaken if the Council considers the change will result in a clear benefit to the community.
- 6.3. Where a street is named for the first time, or a street name is altered, then the District Land Registrar, the Chief Surveyor, Fire and Emergency New Zealand, Chorus, MainPower, valuation service provider, NZ Police, Civil Defense, and the Canterbury Regional Council shall be informed of the new name or change.
- 6.4. Where an existing street is extended, the street extension will be the same name as that of the existing street.
- 6.5. All new private roads in the Waimakariri District shall be named in consultation with the applicant, and at the applicant's expense, and relevant road signs shall be suitably annotated "Private Road" as per the Engineering Code of Practice.
- 6.6. All private roads that are to be named are to have a minimum of four lots with access from the private road.
- 6.7. **Council's 'List of Approved but Unallocated Road Names':**
  - 6.7.1. The list of unallocated potential road names for the Waimakariri District is maintained by the Governance Department. Names approved for addition to the List of Approved but Unallocated Road Names will remain there until they are either allocated to a road or removed as the result of a review of the list.
  - 6.7.2. From time to time a road name may no longer need to be used as two or more roads may be joined into one road, or a road may be permanently closed. In both cases, the road name(s) may be put back on the list for potential reallocation, usually for a new or renamed road in the same general area.
  - 6.7.3. The review of the list will be undertaken every six years in line with the approach set out in clause 5.1 above.
- 6.8. **Naming of Streets in New Subdivisions:**  
The rights of the subdivision developer to promote preferred road names for the subdivision will be taken into consideration, but the decision regarding road names will be made by the Community Boards by applying the clauses of this policy.
- 6.9. **Road Type:**  
The road type should be one that most accurately reflects the type of roadway that is being named. Selection of Road Name from AS/NZS 4819:2011 should be used where appropriate, however, this list is not exclusive – refer to AS/NZS 4819:2011 (see Appendix 1).

## 7. Naming of parks and reserves

- 7.1. The Council's four Community Boards have the delegated authority for the naming of parks and reserves within their respective wards.
- 7.2. The Community Boards shall take the following factors into consideration when approving names for parks and reserves:
  - It is desirable for small neighbourhood reserves to be named after the main street they are located on to enable them to be easily located



- Names of rural neighbourhood reserves with community catchments should have some relationship to the community they are located within to enable them to be located and to signify their connection to the community
- Reserves should only be named after the person/family subdividing the land if the chosen name fits into one of the categories listed under clause 5.1.

## **8. Naming of Council assets**

### **8.1. Naming where there is no sponsorship:**

- 8.1.1. Where there is no sponsorship, the decision on naming will be made by the relevant committee of Council according to the current delegations.
- 8.1.2. Selection of a name will be made in accordance with clause 5.1.

### **8.2. Naming where there is sponsorship:**

- 8.2.1. The final decision for naming of corporate assets will rest with the Council, including naming opportunities as a result of gifts or sponsorships.
- 8.2.2. Where the naming opportunity is as a result of sponsorship or gift, the following factors must be considered alongside Clause 5.1 above:
- The significance of the contribution made relative to the construction and operating costs of the item being named
  - The cost of establishing the naming option
  - A sunset clause associated with the length of time that the name will be used. Naming agreements may be renewed if the appropriate gift or sponsorship is received
  - The degree of exclusivity requested by the sponsor and the corresponding restrictions regarding advertising or use of competitors' brands
  - Names of tobacco companies or alcohol companies and products will not be used.
- 8.2.3. Applications for naming rights from major donors shall be submitted in writing to the Chief Executive for consideration of the Council. The written request shall include the following:
- Biographical information if named after an individual or organisation
  - Documentation providing the detail of the terms and quantum of payment being proposed and the consideration required from the Council
  - The Chief Executive will report to relevant committee of Council which may make a recommendation to Council, to be considered in committee.
- 8.2.4. Existing names will not be changed without consideration of the historical significance of the existing name, the impact on the individual or organisation previously named and the cost and impact of changing existing signage, rebuilding community recognition, and updating records. Each application will be considered on a case-by-case basis.

## **9. Responsibilities**

- 9.1. The naming of roads and streets will be administered by the Roading and Transport Unit of the Council.
- 9.2. The naming of parks and reserves or other Council assets or facilities will be administered by the Community and Recreation Department of Council.

## **10. Questions**

- 10.1. Any questions regarding the naming of roads and streets should be directed to the Roading and Transport Manager in the first instance.
- 10.2. Any questions regarding the naming of parks or reserves or other Council assets should be directed to the Community and Recreation Manager in the first instance.

**11. Relevant documents and legislation**

- AS/NZS 4819:2011 Geographic Information – Rural and Urban addressing (for naming of roads and streets)
- Local Government Act 1974 S317 - S319 (j) naming of roads and streets
- Parks and Recreation, Recreation and Reserves Management, Reserve Naming (QS-R015) (for naming parks and reserves)
- Reserves Act 1977 s16(10) (for naming roads and reserves)
- Memorandum of Understanding with Te Ngāi Tūāhuriri Rūnanga.

**12. Effective date**

2 May 2023

**13. Review date**

2 May 2029

**14. Policy owned by**

General Manager, Strategy, Engagement and Economic Development

**15. Approval**

Adopted by Waimakariri District Council on 2 May 2023

## PRE-APPROVED NEW ROAD NAME LISTS FOR CO

## KEY

Kaiapoi-Tuahwi Community Board (KTCB)
Rangiora-Ashley Community Board (RACB)
Oxford-Ohoka Community Board (OOCB)
Woodend-Sefton Community Board (WSCB)

Board	Historic Names	Reference
KTCB	<b>Bastings</b>	Local early business owner
KTCB	<b>Begg</b>	
KTCB	<b>Bevan Wright</b>	Kaiapoi brass band stalwart
KTCB	<b>Blackie</b>	
KTCB	<b>Booker</b>	Shop owner during the 50's and 60's
KTCB	<b>Braun (Karel)</b>	still resident.
KTCB	<b>Brown (Kitt)</b>	Local identity
KTCB	<b>Brownlee (Arthur)</b>	Family owned the Kaiaknui Hotel
KTCB	<b>Brundell (Alfred)</b>	Local farming family
KTCB	<b>Bunker</b>	Shop owner during the 50's and 60's
KTCB	<b>Checketts</b>	
KTCB	<b>Ching</b>	Early settler family in Kaiapoi
KTCB	<b>Courtier</b>	
KTCB	<b>Dudding</b>	Purchased George Jackson's punt
KTCB	<b>Dudley (Dr Charles)</b>	Town clerk and on the Kaiapoi Roads Board
KTCB	<b>Eagleston</b>	Early settler family in Kaiapoi
KTCB	<b>Eckersley</b>	First accountant in Kaiapoi and built a flax mill
KTCB	<b>Endacott</b>	Name returned to the list (19 September) as no longer required by Lime Developments Ltd
KTCB	<b>Engelbrecht</b>	Farmers to the north west of Coutts Island
KTCB	<b>Fox</b>	Name returned to the list (19 September) as no longer required by Lime Developments Ltd
KTCB	<b>Grimshaw</b>	Local business family
KTCB	<b>Hatchwell</b>	Shop owner during the 50's and 60's
KTCB	<b>Hayman (JA)</b>	Councillor in 1906
KTCB	<b>Hopkins</b>	Brothers who were local wool and hide buyers and returned service men
KTCB	<b>Hudson (Rev Lewis)</b>	Methodist minister
KTCB	<b>Jacob McGarry</b>	Soldier honored for his participation in the Crimean War
KTCB	<b>Joseph</b>	
KTCB	<b>Karaitiana</b>	To be considered as a future Reserve name
KTCB	<b>Kennett</b>	Local family live on Giles Road in the 50s and 60s.
KTCB	<b>Knighton</b>	
KTCB	<b>Levey</b>	
KTCB	<b>Lipscombe</b>	Shop owner during the 50's and 60's
KTCB	<b>McFellen</b>	
KTCB	<b>McGregor</b>	
KTCB	<b>Mealings</b>	Long time local residents (5 generations) with members of the family working at the wollen mill and heavily involved in local sports
KTCB	<b>Midgley</b>	Shop owner and school teacher
KTCB	<b>Midland</b>	Midland bus company operated in the Kaiapoi area from WWII to the early 1980
KTCB	<b>Ohapuku</b>	Original name of area between end Mill Road and Ohoka
KTCB	<b>Pinkham</b>	Local family
KTCB	<b>Pollard (J)</b>	Councillor in 1928
KTCB	<b>Richards</b>	The family have been in Kaiapoi for several generations and Mrs Moody's parents donated a South Island Rifle Championship medal plus six photographs relating to members of the family dating back to 1912
KTCB	<b>Riseley</b>	Name returned to the list (19 September) as no longer required by Lime Developments Ltd
KTCB	<b>Thew</b>	CR Thew was on the Council in 1950
KTCB	<b>Vermeulen (Hans)</b>	Keep New Zealand Beautiful
KTCB	<b>Waverley</b>	Name of farm on corner of Mill and Island Roads and home of Charles Morgan Williams MP and farmer
KTCB	<b>Woolcott</b>	Kaiapoi family of renown
KTCB	<b>Wright (Bevan)</b>	Kaiapoi brass band stalwart
KTCB	<b>Redmond</b>	Kaiapoi Borough Councillor in 1980-85 and KTCB member between 2019-19. Solicitor and partner in Corcoran French from 1981-2017. Life member of KPA Patron and life member of Coastguard North Canterbury and foundation chair of Kaiapoi Maritime Heritage Trust from 2005-2020. Awarded the Queens Service Medal for community service in 2019 and a WDC councillor.
KTCB	<b>Wheeler</b>	Famely lived and worked in Kaiapoi from the late 60s to the early 90s. Community involvement included membership of the rugby hockey and model aeroplane clubs working mens club and competing in the Kane Shield during the 1980s.

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

**FILE NO and TRIM NO:** RDG-26/ GOV-26-08-06/ 240305034362

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


**DATE OF MEETING:** 18 March 2024

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

**SUBJECT:** Road Naming – Lime Developments Limited (Silverstream Stage 7)

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

  
General Manager

  
pp Chief Executive

**1. SUMMARY**

- 1.1. This report seeks a decision by the Kaiapoi-Tuahiwi Community Board to approve a new Private Right of Way name as part of the development of stage 7 of Silverstream.
- 1.2. The land parcel being developed is Lot 1003 DP 570640 which is known as 90 Silverstream Boulevard, Kaiapoi.

**Attachments:**

- i. Plan of the subdivision showing the new roads to be named. (Trim 240305034355)
- ii. Waimakariri District Council Naming Policy. (Trim 230321039443)
- iii. Pre-approved Road Naming List for Kaiapoi. (Trim 221026186036)

**2. RECOMMENDATION**

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 240305034362.
- (b) **Approves** the following proposed road name for a private Right of Way as part of Silverstream Stage 7 as shown on the attached plan.
  1. Endacott Lane (Pvt)
- (c) **Notes** that the Community Board may replace the proposed name with any name of its choice.

**3. BACKGROUND**

- 3.1 The developer, Lime Developments Limited is undertaking further stage 7 of the Silverstream subdivision in Kaiapoi.
- 3.2 There is only one road to be named which is for a private Right of Way that will service approximately 7 new lots.

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

- 4.1. The developer has provided one name to be considered as part of this stage of the development.
- 4.2. The name comes from the sports personality Frank Endacott who was the Kiwis League coach in 1990's and is a local identity.
- 4.3. The name was originally chosen to be used in another part of the subdivision in 2015; however, in 2022 the Board approved to put the name back on the list for future use as the development plan had changed and the road name was found to be no longer required.
- 4.4. The Council's Naming Policy states that a private Right of Way with at least four lots with access can be named. In this instance there are seven lots which will have access from the Right of Way.
- 4.5. The road type 'Lane' as proposed by the developer fits with the definition of a of a roadway between walls, buildings or a narrow country roadway.
- 4.6. Whilst the developer has provided their preferred choices for road names from the list, the Kaiapoi-Tuahivi Community Board has the option to approve the names as proposed or choose alternative names from the list of pre-approved of Kaiapoi road names.
- 4.7. The name has been checked against the Council's Street name database and is not the same or similar to existing roads in the District.

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

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

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

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

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

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

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

There are not groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

##### 5.3. **Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report.

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

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

There are not financial implications of the decisions sought by this report.

The developer will meet the costs of the new road name blades.

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

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

**6.3. Risk Management**

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

**6.4. Health and Safety**

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

**7. CONTEXT****7.1. Consistency with Policy**

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

**7.2. Authorising Legislation**

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

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

**7.3. Consistency with Community Outcomes**

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

**7.4. Authorising Delegations**

The Kaiapoi-Tuahiwi Community Board has the delegated power on behalf of the council to approve the naming of new roads.

**Lot 1000 (RC205197)**  
 RT: N/A (not yet issued)  
 Owners: N/A (not yet issued)  
 Area: 0.7122ha more or less

**Lot 1001 (RC205197)**  
 RT: N/A (not yet issued)  
 Owners: N/A (not yet issued)  
 Area: 0.7864ha more or less

**Section 1 (RC205197)**  
 RT: N/A (not yet issued)  
 Owners: N/A (not yet issued)  
 Area: 0.0614ha more or less

**Section 2 (RC205197)**  
 RT: N/A (not yet issued)  
 Owners: N/A (not yet issued)  
 Area: 0.1710ha more or less

Areas, dimensions and boundaries are subject to final survey.

A full assessment of easements will be undertaken after any engineering is completed. This may result in additional easements.

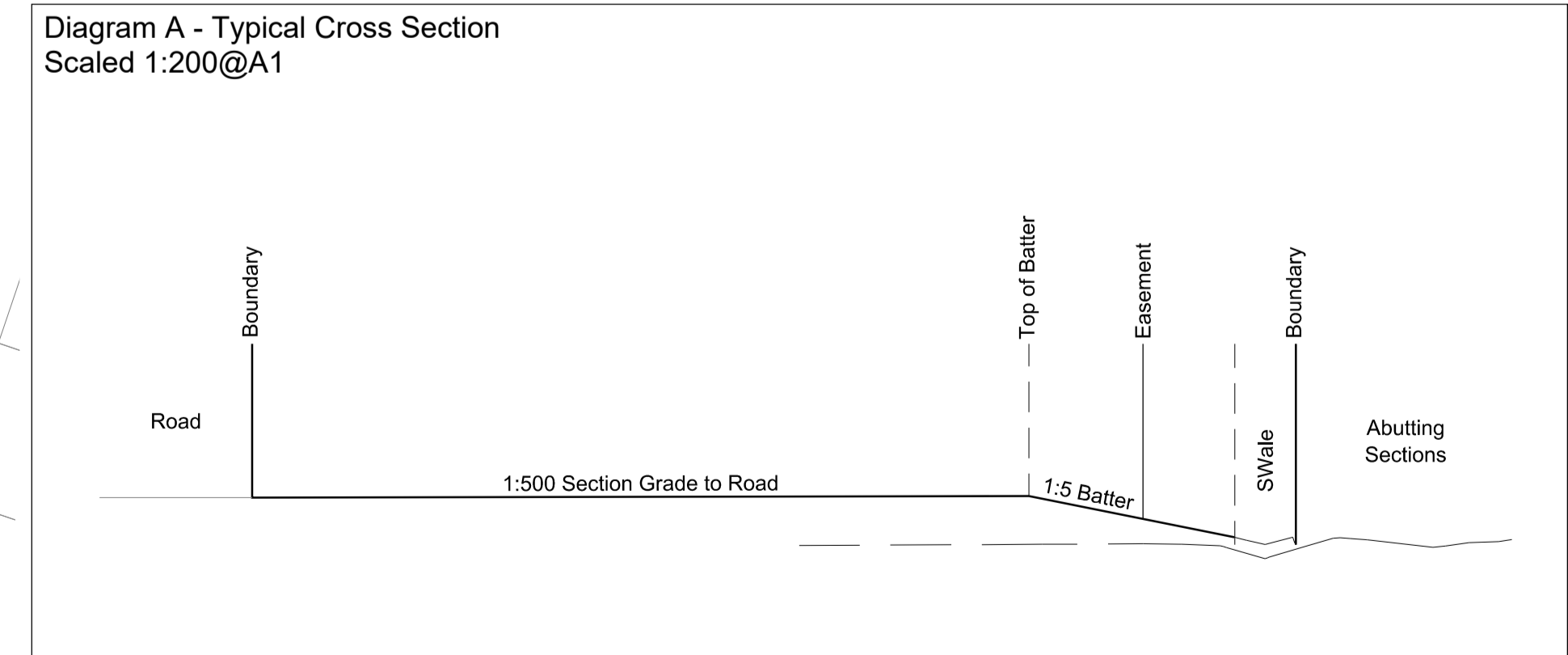
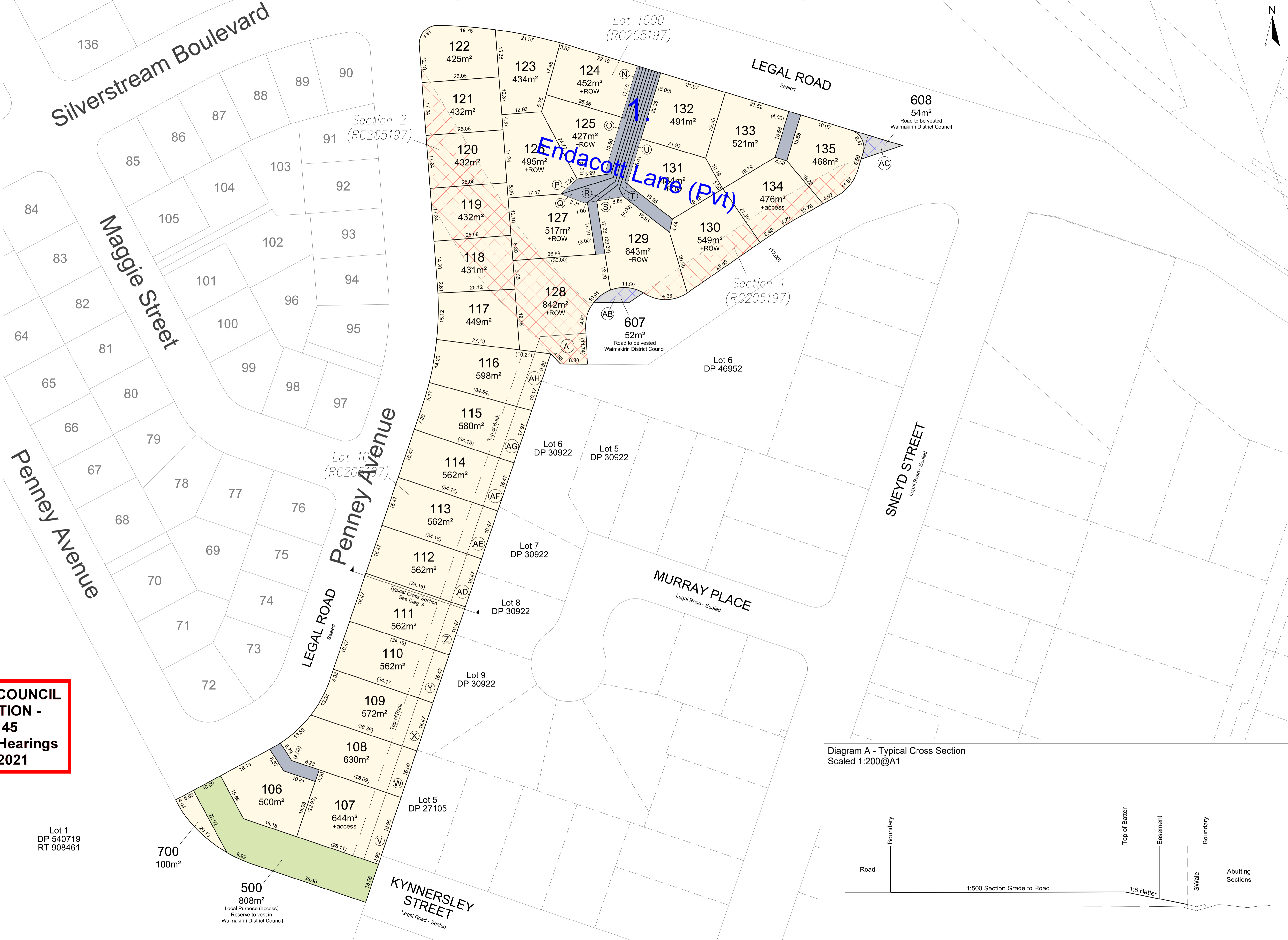
Easements **AB** and **AC** are to be cancelled.

MEMORANDUM OF EASEMENTS		
NATURE	SERVIENT TENEMENT (BURDENED LAND) (LOT NO / SHOWN)	DOMINANT TENEMENT (BENEFITED LAND)
RIGHT OF WAY, RIGHT TO DRAIN SEWAGE & WATER, RIGHT TO CONVEY WATER, ELECTRICITY & TELECOMMUNICATIONS	124	N 125-131
	125	O 124, 126-131
	126	P 124, 125, 127-131
	127	Q 124-126, 128-131
	128	R 124-127, 129-131
	129	S 124-128, 130, 131
RIGHT TO CONVEY TELECOMMUNICATIONS (IN GROSS)	130	T 124-129, 131
	131	U 124-130
	124	N
	125	O
	126	P
	127	Q
RIGHT TO CONVEY WATER (IN GROSS) AND DRAIN WATER (IN GROSS)	128	R
	129	S
	130	T
	131	U
	107	V
	108	W
	109	X
	110	Y
	111	Z
	112	AD
	113	AE
	114	AF
115	AG	
116	AH	
128	AI	

**AMALGAMATION CONDITIONS**  
 Lot 700 hereon is to be amalgamated with Lot 1 DP 540719 and one Record of Title be issued.

- Road to be cancelled
- Easements to be cancelled

**WAIMAKARIRI DISTRICT COUNCIL**  
 - APPROVED APPLICATION -  
 RC215144 / RC215145  
 APPROVED on behalf of Hearings  
 Commissioner 9/12/2021



# Naming Policy

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## 1. Introduction

This policy describes how the Council allocates names to new roads, streets, parks, reserves and Council owned assets.

## 2. Purpose

The purpose of the policy is to provide Council staff and the public with information about how the Council manages the naming and renaming of its various assets and facilities within its boundaries.

## 3. Scope

3.1. The scope of the policy covers naming procedures and criteria for the following types of infrastructure within the district:

- Naming of roads and streets
- Naming of parks and reserves
- Naming of Council assets, including open spaces, facilities, swimming pools, and Council owned buildings and properties (excluding utilities).

3.2. When undertaking its processes to name Council owned or managed infrastructure or assets, the policy includes Council's obligations under the Treaty of Waitangi and recognises the importance of the Memorandum of Understanding with our Treaty partner, Te Ngāi Tūāhuriri Rūnanga.

## 4. Policy objectives

4.1. The overall policy objective is to ensure roads, streets, parks, reserves and Council assets or facilities naming procedures reflect local identity.

4.2. The policy provides direction to the public or Council staff about how to apply for approval to name, rename or dedicate Council property, buildings, or park elements.

4.3. The policy will provide clarity and consistency in the naming of all Council assets.

## 5. Policy statement

### 5.1. Overview approach

When naming all roads, streets, parks, reserves and facilities, the Council and its representatives will seek to work with Te Ngāi Tūāhuriri Rūnanga to select suitable options, which:

- Tell the story of Waimakariri and reflect the district's natural and cultural heritage
- Do not cause confusion with existing names in the Waimakariri District or neighbouring districts
- Pay homage to the historical significance of particular locations



- Acknowledge the cultural significance of the area to Te Ngāi Tūāhuriri
- Reflect local flora, fauna, and topographical features of the district.

## 6. Naming of roads and streets

- 6.1. The Council's four Community Boards have the delegated authority for the naming of new streets and roads and altering existing street names within their respective wards.
- 6.2. Re-naming of existing streets and roads will only be undertaken if the Council considers the change will result in a clear benefit to the community.
- 6.3. Where a street is named for the first time, or a street name is altered, then the District Land Registrar, the Chief Surveyor, Fire and Emergency New Zealand, Chorus, MainPower, valuation service provider, NZ Police, Civil Defense, and the Canterbury Regional Council shall be informed of the new name or change.
- 6.4. Where an existing street is extended, the street extension will be the same name as that of the existing street.
- 6.5. All new private roads in the Waimakariri District shall be named in consultation with the applicant, and at the applicant's expense, and relevant road signs shall be suitably annotated "Private Road" as per the Engineering Code of Practice.
- 6.6. All private roads that are to be named are to have a minimum of four lots with access from the private road.
- 6.7. **Council's 'List of Approved but Unallocated Road Names':**
  - 6.7.1. The list of unallocated potential road names for the Waimakariri District is maintained by the Governance Department. Names approved for addition to the List of Approved but Unallocated Road Names will remain there until they are either allocated to a road or removed as the result of a review of the list.
  - 6.7.2. From time to time a road name may no longer need to be used as two or more roads may be joined into one road, or a road may be permanently closed. In both cases, the road name(s) may be put back on the list for potential reallocation, usually for a new or renamed road in the same general area.
  - 6.7.3. The review of the list will be undertaken every six years in line with the approach set out in clause 5.1 above.
- 6.8. **Naming of Streets in New Subdivisions:**  
The rights of the subdivision developer to promote preferred road names for the subdivision will be taken into consideration, but the decision regarding road names will be made by the Community Boards by applying the clauses of this policy.
- 6.9. **Road Type:**  
The road type should be one that most accurately reflects the type of roadway that is being named. Selection of Road Name from AS/NZS 4819:2011 should be used where appropriate, however, this list is not exclusive – refer to AS/NZS 4819:2011 (see Appendix 1).

## 7. Naming of parks and reserves

- 7.1. The Council's four Community Boards have the delegated authority for the naming of parks and reserves within their respective wards.
- 7.2. The Community Boards shall take the following factors into consideration when approving names for parks and reserves:
  - It is desirable for small neighbourhood reserves to be named after the main street they are located on to enable them to be easily located

- Names of rural neighbourhood reserves with community catchments should have some relationship to the community they are located within to enable them to be located and to signify their connection to the community
- Reserves should only be named after the person/family subdividing the land if the chosen name fits into one of the categories listed under clause 5.1.

## **8. Naming of Council assets**

### **8.1. Naming where there is no sponsorship:**

- 8.1.1. Where there is no sponsorship, the decision on naming will be made by the relevant committee of Council according to the current delegations.
- 8.1.2. Selection of a name will be made in accordance with clause 5.1.

### **8.2. Naming where there is sponsorship:**

- 8.2.1. The final decision for naming of corporate assets will rest with the Council, including naming opportunities as a result of gifts or sponsorships.
- 8.2.2. Where the naming opportunity is as a result of sponsorship or gift, the following factors must be considered alongside Clause 5.1 above:
  - The significance of the contribution made relative to the construction and operating costs of the item being named
  - The cost of establishing the naming option
  - A sunset clause associated with the length of time that the name will be used. Naming agreements may be renewed if the appropriate gift or sponsorship is received
  - The degree of exclusivity requested by the sponsor and the corresponding restrictions regarding advertising or use of competitors' brands
  - Names of tobacco companies or alcohol companies and products will not be used.
- 8.2.3. Applications for naming rights from major donors shall be submitted in writing to the Chief Executive for consideration of the Council. The written request shall include the following:
  - Biographical information if named after an individual or organisation
  - Documentation providing the detail of the terms and quantum of payment being proposed and the consideration required from the Council
  - The Chief Executive will report to relevant committee of Council which may make a recommendation to Council, to be considered in committee.
- 8.2.4. Existing names will not be changed without consideration of the historical significance of the existing name, the impact on the individual or organisation previously named and the cost and impact of changing existing signage, rebuilding community recognition, and updating records. Each application will be considered on a case-by-case basis.

## **9. Responsibilities**

- 9.1. The naming of roads and streets will be administered by the Roading and Transport Unit of the Council.
- 9.2. The naming of parks and reserves or other Council assets or facilities will be administered by the Community and Recreation Department of Council.

## **10. Questions**

- 10.1. Any questions regarding the naming of roads and streets should be directed to the Roading and Transport Manager in the first instance.
- 10.2. Any questions regarding the naming of parks or reserves or other Council assets should be directed to the Community and Recreation Manager in the first instance.

**11. Relevant documents and legislation**

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**12. Effective date**

2 May 2023

**13. Review date**

2 May 2029

**14. Policy owned by**

General Manager, Strategy, Engagement and Economic Development

**15. Approval**

Adopted by Waimakariri District Council on 2 May 2023

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**WAIMAKARIRI DISTRICT COUNCIL****REPORT OR DECISION**

**FILE NO and TRIM NO:** GOV-26-08-06 / 240214021054

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

**DATE OF MEETING:** 18 March 2024

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

**SUBJECT:** Applications to the Kaiapoi-Tuahiwi Community Board's 2023/24 Discretionary Grant Fund

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

  
General Manager

  
pp Chief Executive

**1. SUMMARY**

1.1 The purpose of this report is to consider the following application for funding received from:

<b>Name of Organisation</b>	<b>Purpose</b>	<b>Amount requested</b>
Cure Boating Club	Mural to be painted on the Club's wall	\$1,000
<b>Total:</b>		<b>\$1,000</b>

**Attachments:**

- i. Application from the Cure Boating Club (Trim Ref: 240212019356).
- ii. Spreadsheet showing previous two years' grants.
- iii. Board funding criteria 2023/24. (Trim Ref: 210603089776).

**2. RECOMMENDATION**

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 240214021054.
- (b) **Approves** a grant of \$..... to the Cure Boating Club to paint a mural on its river-facing wall.

**OR**

- (c) **Declines** the application from the Cure Boating Club.

**3. BACKGROUND**

- 3.1 The **Cure Boating Club** is seeking funding to paint a mural on its river-facing wall.
- 3.2 The current balance of the 2023/24 Discretionary Grant fund is \$2,045.

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

##### ***Cure Boating Club Incorporated*** (the Club)

###### Community Group application extract

- 4.1 The Club application advises that the Club is one of the oldest rowing clubs in New Zealand, which was established in 1868 to “cure” the rivalry between Kaiapoi River rowing crews that used to meet for high-profile races on the Waimakariri and Kaiapoi Rivers. The Club is managed by a committee of volunteers who provide a range of skills and expertise in business and rowing. The coaches are also volunteers and dedicate countless hours to training, mentoring, and fine-tuning the rowers for competition. The Club also provides a base for rowers for Rangiora and Kaiapoi High Schools. The Club supports both schools' participation in Canterbury, Otago, South Island and National High School regattas.
- 4.2 The Club is a member of the Canterbury Rowing Association (CRA), the parent body that supports rowing clubs across the region by co-ordinating regattas and providing a pathway to national-level rowing. The CRA is registered with Charities Services, and Cure Boating Club is an Incorporated Society.
- 4.3 The Club is requesting assistance to fund the Cure Mural, which involves creating a complete mural across the lower level of the new rowing shed. Refer to attachment for the design. The Waimakariri Public Arts Trust was instrumental in initiating the project. It remains an interested party following its approach to various artists, supporting a final concept design, and pledging \$5,000 towards the project's cost.
- 4.4 Rowing and connection to the community waterway are the principal themes in the design. The local community and the club members identify strongly with the Kaiapoi River; therefore, it was essential to see this reflected in the final design. Subject to securing funding, the artwork will be completed by a local company, “Off the Wall”, before the end of summer 2024. The project budget is \$12,700, and the Club has raised half the required funds with one last push to secure the rest of the funding via donations and other fundraising initiatives. The Club is committed to progressing the project even if this application is unsuccessful.
- 4.5 This project will become a landmark piece on the Kaiapoi River and enhance the River Precinct below the Williams Street Bridge to be enjoyed by the Kaiapoi community and the many visitors who visit the river precinct. The Club currently has a membership of 60 who have worked incredibly hard to complete the rebuilding of the shed. The mural will acknowledge this hard work, marking the end of a tough time for the Club and the community.

###### Council information

- 4.6 The Club received the following funding from the Board over the last five years, and all Accountability Forms have been received:

<b>Date</b>	<b>Project</b>	<b>Amount</b>
October 2021	Towards the purchase of propellers for the club's three coaching boats	\$500
May 2022	Towards the cost of wood stain for floors, egress ramp and stairs	\$500
<b>Total</b>		<b>\$1,000</b>

- 4.7 The Board may approve or decline grants as per the grant guidelines.
- 4.8 **Implications for Community Wellbeing**  
There are social and cultural implications, as public art makes spaces exciting and welcoming and expresses and supports a sense of neighbourhood history, culture and identity.
- 4.9 The Management Team has reviewed this report.

## 5. **COMMUNITY VIEWS**

### 5.1 **Mana Whenua**

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

### 5.2 **Groups and Organisations**

No other groups and organisations are likely to be affected by or to have an interest in the subject matter of this report.

### 5.3 **Wider Community**

The wider community is likely to be affected by or interested in the report's subject as public art contributes to a community's identity, fosters community pride and a sense of belonging, and enhances its residents' and visitors' quality of life.

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

### 6.1 **Financial Implications**

6.1.1 The 2023/24 Annual Plan includes a budget provision of \$5,390 for the Kaiapoi-Tuahiwi Community Board to approve grants to community groups for the financial year. With \$2,132 being carried forward from the previous financial year, the Board had \$7,522 to allocate in the current financial year.

6.1.2 The current balance of the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund for the 2023/24 financial year is \$2,045, and if this application was approved, the balance would be \$1,045 to the end of June.

6.1.3 The application criteria specify that grants are customarily limited to \$750 per application with a maximum of \$1,000 in any financial year (July to June). However, a group may apply twice in a financial, providing the applications are for different projects. Where applicable, GST values are calculated and added to appropriately registered groups if decided benefits exceed Board-resolved values.

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

The recommendations in this report do have sustainability and/or climate change impacts.

### 6.3 **Risk Management**

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

### 6.4 **Health and Safety**

All health and safety-related issues will fall under the auspices of the groups and organisations which apply for funding.

## 7. **CONTEXT**

### 7.1 **Consistency with Policy**

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

### 7.2 **Authorising Legislation**

Not applicable.

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

People are friendly and caring, creating a strong sense of community in our District. There are wide-ranging opportunities for people of different ages and cultures to participate in community life and recreational activities.

### 7.4 **Authorising Delegations**

Community Boards have delegated authority to approve Discretionary Grant Funding.

### Groups applying for Board Discretionary Grants 2023/2024

Name of group: \_\_\_\_\_

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

Contact person within organisation: [REDACTED] \_\_\_\_\_

Position within organisation: \_\_\_\_\_

Contact phone number: [REDACTED] Email: [REDACTED] \_\_\_\_\_

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

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

Overall cost of project: \_\_\_\_\_ Amount requested: \_\_\_\_\_

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

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

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

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

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

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

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

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

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



What are the benefit(s) to the Kaiapoi-Tuahiwi 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 to, or intend to apply to for funding this project and the amount applied for, including applications to other Community Boards.

Have you applied to the Kaiapoi-Tuahiwi Community Board or any other Waimakariri Community Board for other project funding in the past 18 months? Yes No

If yes, please supply details:

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


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

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

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

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

**Please note:** A signature is not required if you submit this form electronically. By entering your name in the signature box you are giving your authority to this application.

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



## Cure Boating Club

136 Raven Quay  
Kaiapoi 7630

9 February 2024

### To The Kaiapoi-Tuahwi Community Board

Kia ora koutou

Last December Cure Boating Club began finalising an opportunity first presented earlier in the year to create a full wall mural across the full lower level of our new rowing shed. The Waimakariri Public Arts Trust was instrumental in getting the Cure Mural Project off the ground and remains a key interested party, following their approach to various artists, support in selection of a final concept design and a pledge toward the mural of \$5000.

The mural concept has been developed by one artist to become what will be a landmark piece on the Riaipoi River. The enhancement to the river precinct below the Williams Street Bridge will be enjoyed by all who spend time there.

Rowing, and connection to our community waterway are the principal themes in the design. The local community identify strongly with the Kaiapoi River, as do our club members, and it was important to see this reflected in the final design. We are proud to be able to demonstrate that connection in a public space in the heart of town and are delighted to be bringing the mural to the community.

Subject to securing funding, the artwork will be completed by local company Off the Wall before the end of summer. We have just under half of the necessary funds in hand and will shortly be pushing out a strong campaign seeking donations to meet the balance. The Board's support with \$1000 will make a real difference in helping us to reach that target.

See budget breakdown below.

<b>Budget: Mural Project</b>	
<b>EXPENDITURE</b>	
Quoted mural cost (exclusive GST)	<b>\$12,700</b>
<b>INCOME</b>	
Waimakariri Public Arts Trust - pledged	\$5,000
Cure fundraising in hand (Movie night and raffle) - secured	\$1,030
Cure fundraising: Cure Mural Campaign ' <i>Pulling together for Kaiapoi</i> ' - anticipated	\$5,670
Kaiapoi-Tuahwi Community Board grant - subject to successful application	\$1,000
	<b>\$12,700</b>

A donations drive, the Cure Mural Campaign, will go out via our social media network and to businesses and more regular channels across the community by 19 February. This includes a reach to the wider rowing community, where, following a raised profile through success in racing and our club's active volunteer support for enabling rowing across the South Island, we anticipate good support. See a draft of the Cure Mural Campaign poster attached with the application.

Please note that the draft campaign was approved at the Cure committee meeting of 7 February with a change to lower the donation threshold for inclusion on the featured Thank You board from \$500 to \$250.

We would be more than happy to share the full developed design with the Board, unfortunately at the time of submitting this application the full suite was not accessible electronically. The river-facing design with the finalised colour scheme is shown on the promotion poster attached. The wrap-around work covers 3 sides of the building.

Many thanks for your consideration to support this project. The mural will be a real asset to Kaiapoi.

Ngā mihi nui | Kind regards

Catherine Kappelle  
For Cure Boating Club Committee

# Statement of Financial Performance

## Cure Boating Club Incorporated For the year ended 30 June 2023

'How was it funded?' and 'What did it cost?'

	NOTES	2023	2022
<b>Revenue</b>			
Donations, fundraising and other similar revenue	1	160,453	76,552
Revenue from providing goods or services	1	48,316	32,948
Interest, dividends and other investment revenue	1	251	1
<b>Total Revenue</b>		<b>209,020</b>	<b>109,501</b>
<b>Expenses</b>			
Costs related to providing goods or service	2	78,887	208,462
<b>Total Expenses</b>		<b>78,887</b>	<b>208,462</b>
<b>Surplus/(Deficit) for the Year</b>		<b>130,133</b>	<b>(98,961)</b>

These financial statements should be read in conjunction with the attached Auditors Report and the notes.



# OFF THE WALL

## MURAL PAINTING

Mel 021 192 7774 Laura 027 443 0227

offthewall.muralsnz@gmail.com

www.offthewallmurals.nz

FB/IG @offthewall.muralsnz

**DATE:** 08/12/2023 | **ATTN:** Jayne Rattray | **RE:** Cure Boat Club mural

### Mural Quote and Agreement

Thank you for your interest in commissioning a mural!

Outlined below are details for pricing, timeframe and information regarding our mural commission process

### Brief

As *provided* - "Scope to encompass environment, local biodiversity, the relationship we have with water.... While we usually think of rowing as the sport, which it most definitely is with themes of effort, team work, commitment, speed, the perfect stroke, to be the best you can be, podium finish (for the few) etc, there's still something about the relationship with water (our local water environment) that all our rowers feel in some way (connection to place, connection to water) that, in fact, lots of folks in our community feel about this place."

CURE Boating Club has a long history and connection with Kaiapoi river. You are asking for a 'fresh face' for the ground level walls where your rowers set off from the boat ramp. The wall faces towards the river and can be clearly seen by the community, on the river, at the facing restaurants and crossing the bridge.

**Wall size** = 2.5m tall x 60m long (whole wall including side walls) - 30m long for just the front section (not including 2 roller doors on the left)

### Our Process

Based on the information provided we present this quote and agreement. The payment terms are outlined below. As we are still fundraising we can definitely scale and adjust the design and size of the mural to suit the final funds raised. We will want to have an idea of this finalised about a month before we begin.

Let us know if you have any questions. Otherwise, confirm you agree to this mural quote and we can get rolling!

*(painting pun intended)*



## Pricing and Payment

Below is a quote for pricing based on the information provided.

COSTS	
DESCRIPTION	COST
Concept development, design preparation	\$1000
Mural painting for 2.5m x 60cm wall (approx 100m <sup>2</sup> surface) <i>labor/paint</i>	\$9500
Tools and equipment	\$1400
Additional cost (e.g. <i>travel, liability insurance</i> )	\$800

We ask that payment for concept development is paid in advance. We will deliver concept designs as digital files for you to keep. The price includes 2 revisions if required. Any more revisions will be charged additionally from \$100.

If you wish to proceed with production then we require 50% of payment in advance and the remaining 50% upon completion of work.

## Timeframes

We do our best to accurately quote the time required for a job. We will provide a more accurate outline of the time required and what work will be completed at each stage of the design/painting process ahead of schedule. If it turns out that more time than the amount quoted is needed (due to weather, illness, equipment failure etc) you will not be charged extra. Likewise there will be no discounts provided if the deadline is extended for reasons outside of our control.

TIMEFRAME (approx)	
Concept development, design preparation	2-4 weeks
Design revisions if required	1-2 weeks
Painting (*weather dependant)	1-2 weeks

**Start date for painting** = TBC but aiming for mid February



## Materials and Equipment

We work with the best tools and materials to ensure a high quality finish

### Painted Mural

We mostly use water based acrylics and paint pens - both suitable for interior and exterior use meaning they are waterproof and light fast.

We also use spray paints and require good ventilation when using this kind of paint. In some cases spray paint is not an appropriate choice.

Drop clothes and masking tape are used to make sure floors, skirtings, fixtures etc are kept clean.

Dirty water, brushes and rubbish will be taken away to an appropriate location for cleaning/disposal. Access to water is needed - please let us know if this is unavailable.

Any spills or damage to your property will be cleaned and repaired, although prevention is the best cure and all measure are taken to make sure everything stays clean and tidy.

Any ladders, scaffolding or equipment are under our watch and personal health and safety considerations are our responsibility. With that said it is expected that any pets, children, vehicles etc are kept away from the work area. We will do our best to secure anything hazardous.

We will need access to power for projector drawing.

### Maintenance

The paint used should ensure that you can easily clean the wall with water, that it is reasonably resistant to abrasion and that the colours will stay bright for years to come. For exterior murals we can apply a graffiti guard to protect work.

### Digital mural production for print or screen

Whether your mural design is destined for printing onto panel or canvas or even for projection or screen we can create a high resolution design to your specifications. This may mean creating a vector based design for flawless scalability, colour separation ready for print process and even movement/animation for screen.

Digitally produced designs for these applications will be provided through cloud share and are meant for use only within the terms agreed during a commission agreement.



**MOLOTOW**



the paint the professionals use



Relevant Example

Dudley Park





COMMUNITY  
**FUNDING  
PROJECT**  
*Can you help?*



# Pulling together for Kaiapo!



Cure Boating Club is thrilled to announce this exciting collaboration with acclaimed artist, Mel Eaton and the Waimakariri Public Arts Trust.

We're on a mission to adorn our river front building with a spectacular wrap around mural that will become an icon for Kaiapo, reflecting the town's name on the high tide and setting the backdrop for shareworthy visitor photos.

We invite you to chip-in towards this vision and help us bring it to life.

## A LEGACY OF EXCELLENCE

Established in 1868, Cure is one of the oldest rowing clubs in the country. We lay a foundation for lifelong participation in the sport and actively support a pathway to elite rowing. Over the past decade, we've propelled multiple athletes to represent New Zealand on the international stage, including an Olympian.

## A LOVE FOR THE WATER, OUR PEOPLE AND OUR ENVIRONMENT

Our members row on the Kaiapo River and Waimakariri Estuary, a natural environment that we cherish and share with our community. Membership spans all age groups from youth to retirement. Our club is a not-for-profit run by a team of volunteers and volunteer coaches.

## SITTING PROUDLY ON THE BANKS OF THE KAIAPO RIVER

Cure's Building is a central feature of the Kaiapo township and the heartbeat of our rowing community.

Since the seismic events of 2011, securing funding for the new \$2.2M building has been an ongoing and significant challenge.

## YOUR SUPPORT WILL SEE OUR VISION BECOME A REALITY!

By contributing to the mural fund, you're not just helping us create a visually stunning home, you're powering the future of rowing in North Canterbury.

All funds raised will go towards the mural, plant and equipment to beautify our town and support current and future rowers.

## CHIP IN TO BECOME A PART OF KAIAPO'S HISTORY

Please visit [www.xxxxxxxxxxxxxxxxxx](http://www.xxxxxxxxxxxxxxxxxx) to make a donation of any amount towards the funding of the mural.

A donation over \$500 will see your name or business proudly featured on our Thank You Board, becoming a lasting symbol of your commitment to community and sport.

**Thank you for your consideration.**

For any enquires, please contact XXXX on xxx xxx xxxx, or email [info@curerowing.co.nz](mailto:info@curerowing.co.nz)

Donate at: [www.xxxxxxxxxxxxxx.co.nz](http://www.xxxxxxxxxxxxxx.co.nz)

## Spreadsheet Showing Kaiapoi-Tuahiwi Community Board Discretionary Grant for the 2022/2023 Financial Year

	Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
Kaiapoi-Tuahiwi Community Board 10.136.100.2410			2022/23= \$5,270 = carry forwards \$2,627 Total \$7,897				\$ 7,897.00
	18-Jul-22	St Patricks School PTA	Game Lines	18.8.23	\$500	\$500	\$ 7,397.00
	18-Jul-22	Kaiapoi Toy Library	Cultural and sensory toys	28.09.2023	\$500	\$500	\$ 6,897.00
	15-Aug	Reflections	Waimakariri Light Party	15.12.22	\$588	\$588	\$ 6,309.00
	15-Aug	Clarkville Playcentre	Fruit Trees and vegetable plants	8-Dec-22	\$500	\$250	\$ 6,059.00
	21-Nov	Cure Boating Club	Wood stain for floors, egress ramp and stairs		\$500	\$500	\$ 5,559.00
	20-Feb	North Canterbury Pride	Picnic in the Park		\$275	\$300	\$ 5,259.00
	20-Feb	Clarkville Playcentre	First Aid Courses	13.06.2023	\$387	\$387	\$ 4,872.00
	20-Mar	Kaiapoi Rugby Football Club	Replace broken cabinet	19.09.2023	\$500	\$500	\$ 4,372.00
	20-Mar	Kaiapoi Community Gardens	Signage	23.08.2023	\$240	\$240	\$ 4,132.00
	20-Mar	<b>WITHDRAWN</b> All Together Kaiapoi	Subscription for software				\$ 4,132.00
20-Mar	Relay for Life event	Costs of hosting	7.06.23	\$250	\$500	\$ 3,632.00	
17-Apr	R13 Youth Development Trust	Replacement sports equipment, new kitchen equipment and a new printer	1.09.2023	\$500	\$500	\$ 3,132.00	
17-Apr	North Canterbury Adventure Club	Purchase an inflatable shade tent and electric pump		\$825	Declined	\$ 3,132.00	
17-Apr	It Takes A Village Hub	To purchase fabric and elastic		\$500	\$500	\$ 2,632.00	
16-Jun	All Together Kaiapoi	Advertising Matariki in Kaiapoi	19.06.2023	\$500	\$500	\$ 2,132.00	
19-Jun	All Stars Marching	Annual camp		\$500	\$500	\$ 1,632.00	

## Spreadsheet Showing Kaiapoi-Tuahiwi Community Board Discretionary Grant for the 2023/2024 Financial Year

Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
		2023/24= \$9,390 = carry forwards \$1,632 = Returned funds \$500				\$ 7,522.00
17-Jul	Coastguard North Canterbury	towards upgrading the swift water rescue vessel		\$500	\$750	\$ 6,772.00
21-Aug	Waimakariri Access Group	Towards running an Inclusive Sports Event		\$750	\$750	\$ 6,022.00
21-Aug	Community Wellbeing North Canterbury Trust	towards an 0800 number		\$600	\$600	\$ 5,422.00
October	Pines Kairaki Beaches Association	Towards hosing a Christmas event	31-Jan-24	\$515	\$515	\$ 4,907.00
20-Nov	St Patrick's School	towards a bike and scooter track	Declined	\$500	\$0	\$ 4,907.00
20-Nov	Community Watch Kaiapoi Inc	towards a AED	8-Mar-24	\$750	\$750	\$ 4,157.00
11-Dec	North Canterbury Pony Club	Towards first aid services		\$1,000	\$750	\$ 3,407.00
19-Feb	Northern Phoenix paddling club	towards go pro cameras		\$1,667	\$667	\$ 2,740.00
19-Feb	Waimakariri Community Arts Council – Kaiapoi's Art on the Quay	towards promotion of exhibitions		\$695	\$695	\$ 2,045.00
13-Mar	Cure Boating Club	Towards painting a mural on its walls		\$1,000		
15-Apr	Kaiapoi Branch North Canterbury Pony Club Inc	Towards a new BBQ		\$611		

Kaiapoi-Tuahiwi  
Community Board  
10.136.100.2410

## GOVERNANCE

### Rangiora-Ashley Community Board

# Discretionary Grant Application

#### Information to assist groups with their application

The purpose of the Board discretionary grants is to assist projects that enhance community group capacity and/or increase participation in activities.

When assessing grant applications the Board considers a number of factors in its decision making. These include, but are not limited to; type of project, time frame, benefits to the community and costs being contributed. The more information you as a group can provide on the project and benefits to participants the better informed the Board is. You are welcome to include a cover letter as part of your application. The decision to grant funds is the sole discretion of the Board.

The Board cannot accept applications from individuals. All funding is paid to community-based project groups, non-profit community organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on. Staff cannot process your application without financial information.

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

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

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

## Criteria for application

- The Board supports a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- Applications will only be accepted from community-based project groups, not for profit organisations, registered charities or incorporated societies.
- Applications from Funding Committees and/or similar community-based groups associated with schools will be considered provided there is proof that the activity is not funded by the Ministry of Education. However, schools themselves are not considered non-profit community-based organisations.
- Grant funding will not be allocated for events/projects that have already occurred i.e retrospectively.
- The grant funding is limited to projects primarily within the Board area or benefiting the residents of the ward.
- Grants are generally limited up to \$1,000 in any financial year (July to June), but a group can apply twice a year, providing it is for different projects. The Board will consider granting more than \$1,000 in exceptional circumstances provided that detailed reasons for exceeding the present limit are provided.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit relevant financial information to prove they can deliver the project. Applications will only be processed once the financial information is received. The Community Board reserves the right to request additional financial information on any application if deemed necessary.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government.
- Applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Rangiora-Ashley Community Board, including information on applications to other Community Boards.
- Grant applications will be considered every month by the Rangiora-Ashley Community Board. Applications are recommended to be received three weeks prior to Board meeting dates so they can be processed in time.
- An Accountability Form must be provided to the Council within 20 working days after the event, completion of the project or when the funds were spent outlining how the funds were applied. Relevant proof of purchase such as receipts, banks statements or invoices must be included with the Accountability Form and photos of the event or purchase is encouraged.
- Where possible Boards request permission to utilise these photos on its Facebook page, the Council website or other social media, to encourage other community groups' participation.
- In the event that funds are not spent on the project or activity applied for within 12 months of the date of the event/project, the recipient will be required to return the grant funding to the Council.
- If the activity/event for which funds have been granted does not take place or if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.
- No new application will be accepted until the Board receives the Accountability Form and relevant documentation for previous funding granted.

## What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) by posting to Private Bag 1005, Rangiora 7440, New Zealand, or hand delivering to your local Service Centre, or emailing to: [IM@wmk.govt.nz](mailto:IM@wmk.govt.nz)

## What happens next?

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

## Railway Station Trust

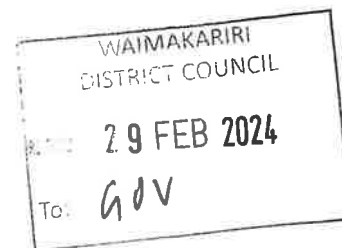
C/O 94 Heywards Rd

Kaiapoi R D 2

7695

The Kaiapoi / Tuahiwi Community Board

28<sup>th</sup> February 2024



Dear Community Board Members

The Kaiapoi Railway Station Trust is in the process of being wound up as the station was sold to, moved and extended by, Jedd Pearce, for the expansion of the current successful business of "Paris for the Weekend". The Trust would like the contribution it has made to the preservation of the historic building to be remembered by the installation of an information Board somewhere close to the building on the stop bank or walkway. We are prepared to pay towards this project but as the WDC has already information Boards round the town it would be advisable, we believe, for the council to provide it so that it is in keeping with other material in the town.

We look forward to your response re this request.

Yours truly

Kath Adams QSM (Secretary / Treasurer of the Kaiapoi Railway Station Trust)

A handwritten signature in cursive script, appearing to read "K. Adams".

## MEMBERS INFORMATION EXCHANGE

Board Member: **Brent Cairns**

- Over the last few weeks, have been called many times to visit and view the issues experienced of those living and working on the Kaiapoi river. Swimming close to boats, youths urinating into river, dive bombing people, damaging infrastructure on the marina (electrical boxes, life preservers) rubbish, unsociable behaviour and intimidation of youths.
- Back to basics event 20<sup>th</sup> April at Baptist church hall.
- Volunteer expos throughout March, Rangiora on the 8<sup>th</sup> March, 14<sup>th</sup> March in Kaiapoi, 21<sup>st</sup> March in Woodend.
- Waimakariri stash and swap event at the Kaiapoi library on 23<sup>rd</sup> March unwanted craft and supplies.
- North Canterbury Youth futures business breakfast 30<sup>th</sup> April 7-9am at Mainpower stadium, Brad Olsen guest speaker
- Attended Kaiapoi Garden Awards presentation.
- Kaiapoi Food Forest on 10<sup>th</sup> March hosting tours throughout the day as part of Openfarms.co.nz events day. Visitors are coming from as far as Ashburton.
- Summer Pruning workshop later in March.
- Promotions Working Group coming together for the first time on the afternoon of Wednesday 6<sup>th</sup> March.
- I am speaking the North Canterbury Womens' Institute on Wednesday 6<sup>th</sup> March, there two yearly theme is "Softening the Hard Times" and "Nourishing the Nation"
- During Road safety meeting data we were provided data. regarding fatal and serious crashes in the Waimakariri for the period 2019-2023 - Fatal crashes totalled 23, Injury crashes 117, almost 43% involved alcohol.
- Pegasus have raised over \$8,000 for the community CCTV camera project Sovereign Palms are near enough funds for their second camera.
- New businesses in Kaiapoi, The Bakery Rack near the new Woolworths opened Saturday 2<sup>nd</sup> March, MA Fullers SA pantry at 174 Williams Street for all the South African fans.
- Rowing for Life will pass Waikuku on or about 9<sup>th</sup> March, raising money for four charities.
- Kaiapoi High School are to start the CACTUS leadership program again. This program is great for the students that are chosen to attend the course. The course is being partly supported by the Kind Foundation.
- Have had multiple calls and discussions with people wishing to build and live in Tiny Homes, the building team have been most helpful.

- Arthur Burke Amberley have provided a brand new vehicle to North Canterbury Neighbourhood Support, to help them continue the great work they are doing.
- Kaiapoi Food Forest Trust have started developing the funding strategy to build the educational hub and have also been having meetings with staff to go over what costs that the Trust will incur in relation to Development Contributions etc.
- Visits to Lees Valley to view and understand roading and bridge repairs and Rangiora bowling club to view their historic club rooms and hear from the members.
- Attended Waioira Links Ronel's Cuppa, Mike and Sylvia spoke about Northern Pegasus Bay bylaw.



### Member Information Exchange

Members Name: **Philip Redmond**

Teams Meetings from the 5<sup>th</sup> to the 16<sup>th</sup> February 2024.

Date	Meeting	Comment
10 February	Bill Rice (Richmond)	Discussed Nelson-Tasman combined speed management plan
21 February	Road Safety Working Group (Chair)	<ul style="list-style-type: none"> <li>- VKT's have increased</li> <li>- One third fatalities not wearing seat belts</li> <li>- Alcohol involved in 40% crashes</li> <li>- Police increased visibility pre-Christmas resulted 30% crime reduction</li> <li>- 1:20 drivers over alcohol limit</li> </ul>
22 February	Rangiora Bowling Club	Heritage Building not meeting club's needs
	Janine O'Loughlin's Farewell	34 years service in the pay office at WDC
26 February	DLC Training	Changes to Act take effect from 1 May 2024 including no cross examination by parties, informality with emphasis on Māori culture.
27 February	CE Review	Assessment of CE's performance
28 February	Lees Valley Visit	Councillors to view roading issues
29 February	Southbrook Reference Group	Considering disbanding

In addition I also attended in person or teams:

- One Council meeting
- Four Briefings
- Five Working Groups and/or Committee meetings
- One Workshop