MINUTES FOR A MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN MEETING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 16 SEPTEMBER 2019 AT 4PM.

PRESENT

J Watson (Chairperson), C Greengrass (Deputy Chair), M Pinkham, P Redmond, S Stewart.

IN ATTENDANCE

J Palmer (Chief Executive), D Ayers (the Mayor), Councilor A Blackie, Councilor J Meyer, G Cleary (Manger Utilities and Roading), J McBride (Roading and Transport Manager), S Hart (Business and Centres Manager), M Flanagan (Landscape Planner), K Shaw (Civil Projects Team Leader) and K Rabe (Governance Adviser).

1 APOLOGIES

Moved: J Watson  Seconded: C Greengrass

An apology was received and accepted from R Blair.

An apology for late arrival was received and accepted from N Atkinson

CARRIED

2 CONFLICTS OF INTEREST

M Pinkham declared an interest in Item 7.2. He was scheduled to present on behalf of the Kaiapoi Promotions Association (KPA) regarding to the proposed Belfast to Kaiapoi cycleway.

P Redmond declared an interest in Item 8(c) as he is a Trustee for the North Canterbury Coastguard.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 19 August 2019

Moved: J Watson  Seconded: P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Confirms the circulated minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 19 August 2019, as a true and accurate record subject to the following amendments:

- Spelling correction on page 14 of the agenda, from mariners to marinas.

- Correction to Item 7.1 on page 12, third paragraph after the bullet points, P Redmond’s comment “He wondered … could park there at night for example” which should read “… could park there for part of the day and at night for example”.

- Correction to Item 11 on page 18 of the agenda ‘Members’ Information Exchange’ under P Redmond – an additional bullet point stating that 12 events had been attended during August 2019.

CARRIED
4 MATTERS ARISING

There were no matters arising from the minutes.

5 DEPUTATIONS AND PRESENTATIONS

5.1 Enterprise North Canterbury (ENC) – Heather Warwick

H Warwick spoke to her presentation (Trim Ref: 190917129613) regarding Enterprise North Canterbury’s 'Waimakariri to Waipara E-Trail' project. She explained that Tourism was a key contributor to New Zealand's economy and the ENC’s desire to attract recreational tourists using the cycling routes.

Cycle trails were shown to effectively attract visitors for longer stays in an area and fed into the concept of multi-day Cycle Trails as key economic initiatives for North Canterbury. The trails were a local amenity but could also contribute towards economic growth by attracting cycling tourists who supported local business such as cafes, accommodation and supermarkets.

There was a desire to link several existing trails enabling visitors to easily cycle from Christchurch to Waipara. This would be a 78 kilometre off road cycling, e-bike and mobility device friendly trail which could be accessed from multiple points to connect locals and visitors with the coastline, rivers, farmland and communities of North Canterbury.

Progress to date included ENC’s drafting of a business case to access funding from the Provincial Growth Fund, preliminary discussions with landowners and partnership agreements being explored, as well as preliminary discussions with NZTA on possible bridge funding.

The Chairperson thanked H Warwick for her presentation.

5.2 Kaiapoi Promotions Association (KPA) – Martin Pinkham

M Pinkham, the Chairperson of KPA showed a video (Trim Ref: 190917129614) in support of the KPA's desire for an alternate cycle route from the Motorway bridge into Kaiapoi as discussed in Item 7.2 – 'Belfast to Kaiapoi Cycleway Phase 1 Consultation Feedback'.

KPA’s suggested route would not follow Main North Road rather utilising the stopbank, Doubledays Road and the greenspace between the rail line and houses terminating in Kaiapoi Town Centre.

KPA felt that this route would be safer by keeping cyclists and motorists separated. The proposed route was also more scenic and had the added bonus of allowing cyclists to access shops and cafes at the end of their journey or to break their journey before cycling to Rangiora.

The Chairperson thanked KPA for its submission.

6 ADJOURNED BUSINESS

There was no adjourned business.

7 REPORTS

7.1 Naming the new sport and recreation reserve in Kaiapoi East – M Flanagan (Landscape Planner – District Regeneration)

M Flanagan spoke to the report which proposed the name, 'Norman Kirk' for the new sport and recreation reserve in the Kaiapoi East Regeneration Area. Norman Kirk was a former Mayor of Kaiapoi who went on to become Prime Minister of New Zealand in 1972.

Members were also given the option of calling the area a reserve or a park.
S Stewart noted that the report suggested Norman Kirk Fields and enquired if there was a Council Policy for the naming of a reserve. M Flanagan stated that Reserve or Park was preferred as the term was self-explanatory whereas ‘Fields’ could cause some confusion.

P Redmond suggested that the name should be Norman Kirk Sport and Recreation Fields which would leave no room for confusion, but other members felt that this was too long a name to be practical.

M Pinkham noted that nearly all the other recreational areas were called Parks and felt, that for consistency, the name should include the word Park.

Moved: J Watson Seconded: S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 190904123822.

(b) Approves the name ‘Norman Kirk Park’ for the new sport and recreation reserve in the Kaiapoi East Regeneration Area (north and south of Cass Street).

(c) Notes that staff will continue to work with Te Ngāi Tūhuriri Rūnanga on potential names for other new reserves in the Regeneration Areas.

(d) Notes that staff are awaiting advice on the use of the family names of ‘Burgess’ and ‘Pohio’ for other new reserves in the Regeneration Areas.

(e) Notes that a future report will be presented to the Kaiapoi-Tuahiwi Community Board to approve the reserve names for the remaining reserves in the Regeneration Areas once advice has been received from Te Ngāi Tūhuriri Rūnanga and the use of other family names is confirmed.

CARRIED

S Stewart commented that she liked the word ‘Fields’ as it was softer and more poetic but, for practical purposes, “Park” would be a better option.

P Redmond stated that the term ‘Park’ was consistent with Hagley Park in Christchurch which also had various recreational opportunities and covered several sports disciplines.

7.2 Belfast to Kaiapoi Cycleway Phase 1 Consultation Feedback – G Cleary (Manager Utilities and Roading), J McBride (Transport and Roading Manager) and K Straw (Civil Projects Team Leader)

G Cleary spoke to the report and gave an overview of the feedback from the public consultation of the Belfast to Kaiapoi Cycleway. The report also sought a recommendation from the Board on the preferred route, support for starting the design phase and support for the commencement of engagement with landowners and residents along the preferred route.

G Cleary also summarised the key points which included a cycle route over the Waimakariri River, funding from New Zealand Transport Agency (NZTA) for traffic lights at the Tram Road intersection and funding towards the construction of a cycleway which would link Belfast and Kaiapoi.

J Watson enquired if there was any data which supported the need for traffic lights at the Tram Road intersection. J McBride stated that traffic from Tram Road often had difficulty making a right turn onto Main North Road. As the traffic numbers increased in the future this project would be essential for future traffic management.

P Redmond noted, that at present, the possibility was being investigated for the route to travel behind Kenneally Timber Products before joining Main North Road. He suggested that this part of the route should continue behind
all the businesses until Tram Road before joining Main North Road. He also asked why the eastern side of Main North Road was not an option as there were fewer property entrances for cyclists to contend with. J McBride said that staff and NZTA were still investigating the option of the cycleway running behind the businesses on Main North Road to reduce the need to cross entrance ways. However design options would include measures to mitigate the crossing of business entrances. She also stated that the eastern side was not deemed appropriate as there was insufficient space and the power poles were considered a hazard.

C Greengrass enquired if there was any data regarding the travel time of the proposed route along Main North Road as opposed to the Doubledays route. She felt that it would take longer along Option 1 as cyclists would need to start and stop at intersections whereas Option 2, which might be slightly longer in distance, would probably be quicker with less stops for the cyclists. J McBride answered that if Option 2 was chosen it would require cyclists from south Kaiapoi to travel further south to access the start of the route and then double back to go north to link up with the Passchendale Memorial Path. Option 1 had the advantage that it could be accessed easily from anywhere in Kaiapoi south.

A Blackie asked if data was available on the increase in cyclists using the Passchendale route and the cycle route from Woodend to Rangiora. Staff advised that no data had yet been collected on the numbers using the cycleways into Rangiora.

P Redmond stated he felt that there was insufficient information to make a decision at this time and requested staff do further investigation before bringing a further report to the Board for a decision. J McBride informed members that NZTA required a Council decision on the preferred route by mid October 2019.

G Cleary reiterated the possibility of losing the NZTA funding for the lights at Tram Road. If Option 2 was chosen it may not be funded as it did not fit the criteria of a 'commuter' route.

S Stewart moved that Option 1 was recommended to the Council as the preferred route. The motion however lapsed for the want of a seconder.

Moved: J Watson Seconded: C Greengrass

THAT the Kaiapoi-Tuahiwi Community Board:

(a) Receives report No. 190806109321.

CARRIED

Moved: J Watson Seconded: C Greengrass

RECOMMENDS THAT the Council:

(j) Approves development of design options for a cycleway route along the Doubledays Road Route, as per Option Two (Section 6.1.6 of the report) referred to in 1(a) above.

(k) Instructs staff to work with Enterprise North Canterbury, Environment Canterbury, and the Kaiapoi Promotion Association to develop the route detail.

(l) Approves engagement with the adjacent property owner’s, residents, and businesses along the Doubledays Road route to develop and assess design options for the Doubledays route (via the Waimakariri River Park).
(m) **Instructs** staff to provide a route assessment and cost estimate for cycling safety improvements on the Williams Street, Vickery Street and Peraki Street for consideration by Council as part of the 2020/21 Annual Plan.

(n) **Notes** that funding approved by NZTA is for a shared cycleway along Main North Road and staff will need to confirm if this funding will still be available should the Doubledays Road route be progressed;

(o) **Notes** that staff are working to have the cycleway completed by June 2020 to coincide with the opening of the CNC Cycleway, however there is a risk this may not be achieved;

(p) **Notes** that NZTA will fund and construct the cycleway between the Waimakariri Motorway Bridge and Tram Road, however for this option this would not include a connection to Tram Road and is unlikely to include signalising of the Tram Road / Main North Road intersection;

**AND:**

(q) **Notes** that a safety review by an independent Road Safety Engineer will be carried out at the conclusion of the scheme design (prior to reporting back to the Community Board), detailed design and post construction stages;

(r) **Notes** that staff will seek further approval from Council prior to developing the detailed design following this second stage of consultation, and the planned workshop with the Kaiapoi Tuahiwi Community Board;

(s) **Notes** that Council staff are investigating options to locate a “Park & Ride” facility at the southern end of Kaiapoi. Sites along Main North Road corridor are being considered;

(t) **Notes** that NZTA require Council to confirm the route by mid-October in order to meet their construction programme;

(u) **Circulates** this report to all Boards for their information.

The motion was put, but and was **LOST** due to a tie in the voting as specified, below:

For (2):  J Watson and C Greengrass
Against (2):   S Stewart and P Redmond
M Pinkham abstained.

J Meyer cautioned Members about missing the opportunity for NZTA to assist the Council in providing a commuter cycle route. If NZTA withdrew the offered funding the Council would need to find an extra $1 million to fund this cycle link and install traffic lights at Tram Road.

A Blackie noted that if the Council chose Option 2 the cost of providing just the cycleway would more than double that of Option 1 without taking into account the cost of the traffic lights at Tram Road.

P Redmond reiterated that there was insufficient information regarding costings and options of variations to the route to make a knowledgeable decision at this time and again called for more time to gather the required information.

J Watson stated that Option 2 had the benefit of bringing cyclists into the town centre rather than diverting them away.

S Stewart told the meeting she could not support further delay as a decision had to be made on how to deal with cyclists once they had crossed the Waimakariri River.
7.3 North Kaiapoi Town Centre – Car Parking Update – S Hart (Business and Centres Manager) and J McBride (Transport and Roading Manager)

S Hart spoke to the report which provided the Board with an update on car parking issues on the north side of the Williams Street Bridge. He noted the feedback he had received from the community over recent months relating to the difficulty of parking in the Kaiapoi Town Centre particularly north of the Kaiapoi River near Charles Street.

S Hart noted the increase in commercial activity on the north side of the river due to the new developments along Williams and Charles Streets and acknowledged that it would get busier once the commercial river activity started in the summer.

P Redmond stated that the parking on the western side of Williams Street just over the bridge should be P30 but was signed as P15. S Hart acknowledged that this had been posted incorrectly and would be corrected. P Redmond also noted that the Board was informed of the reduced parking in this area due to the construction of a commercial building but noted that this was being used by tradesmen parking their vehicles there all day. He asked if this matter could be dealt with so as to free up these parking spaces for the public. Staff agreed to speak to the developer.

M Pinkham thanked staff for the information tabled (refer Item 16 Questions under Standing Orders) but told the meeting he felt that the 2017 survey assessing car parking in Kaiapoi Town Centre was flawed as it also took private parking into account. He felt that parking owned by businesses such as the supermarkets or the Kaiapoi Club should not be included as available parking as they were provided for customers and not the general public. S Hart commented that at present these parking areas were not restricted and so were deemed to be used by the public.

P Redmond supported M Pinkham’s view and requested that these parking areas be excluded in future surveys.

S Stewart drew attention to the temporary parking area next to the old Bank of New Zealand (BNZ) building which had been used for ‘all day’ parking thanks to an informal agreement with the owners. She requested that staff investigate the option of a formalized agreement in exchange for some minor work and maintenance to the site. S Hart agreed that he would look into the matter.

Moved: J Watson  Seconded: C Greengrass

THAT the Kaiapoi - Tuahiwi Community Board:

(a) Receives report No. 190905124757

(b) Notes the information in this report relating to the current (and potential future) car parking situation within the Kaiapoi Town Centre, north of the Kaiapoi River.

(c) Notes the communication undertaken with relevant Town Centre stakeholders, and the further work being undertaken by Abley Transport on car parking within the Town Centre north of the Kaiapoi River.

(d) Notes staff will be bring back a further report, with recommended actions related to Councils car parking supply in the above mentioned areas, following receipt of the Abley Transport work at the end of September.

CARRIED
7.4 **Application to the Kaiapoi-Tuahiwi Community Board’s 2019/20 Discretionary Grant Fund – K Rabe (Governance Advisor)**

Moved: J Watson Seconded: M Pinkham

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

(a) **Receives** report No. 190828120129.

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

(c) **Approves** a grant of $500 to the North Canterbury Scout Jamboree Troop towards scout scarves for the youth and team leaders.

**CARRIED**

J Watson supported both grants and felt that these were deserving Groups. M Pinkham agreed and also mentioned that the Kaiapoi Scouts had never requested funding before and that as the oldest Scout troop in North Canterbury it was great to be able to assist them.

7.5 **Summary of Discretionary Grant Accountability 31 December 2018 to 30 June 2019 – K Rabe (Governance Advisor)**

Moved: J Watson Seconded: P Redmond

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

(a) **Receives** report No 190724103676

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

**CARRIED**

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

Moved: P Redmond Seconded: C Greengrass

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

(a) **Receives** report No. 190826118997.

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

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

**CARRIED**

Members noted that this was a successful initiative and that the Kaiapoi Student Army was doing a great job.

8 **CORRESPONDENCE**

Moved: J Watson Seconded: C Greengrass

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

(a) **Receives** the Annual Plan Results Letter (Trim No. 190819115340).

(b) **Receives** the Update on the Roading Capital Works and Renewals Programme – August 2019 (Trim No. 190828120321).

(c) **Receives** the North Canterbury Coastguard Update (Trim No. 190816114840).
P Redmond noted that the launch of the new rescue vessel was scheduled for early December 2019.

9 **CHAIRPERSON’S REPORT**

9.1 **Chair’s Diary for August/September 2019**

Moved: J Watson  Seconded: P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:
(a) Receives report No 190909126014.

10 **MATTERS REFERRED FOR INFORMATION**

10.1 **Woodend-Sefton Community Board meeting minutes – 12 August 2019** (Trim No 190813112615).

10.2 **Rangiora-Ashley Community Board Meeting Minutes - 13 August 2019** (Trim No 190813112868)

Moved: J Watson  Seconded: C Greengrass

THAT the Kaiapoi-Tuahiwi Community Board receives the information in items 10.1-10.2.

11 **MEMBERS’ INFORMATION EXCHANGE**

C Greengrass

- 25 September 2019 – Mayoral debate update
- Update on bus shelter crash at Pines Beach
- Reminder of Spring Festival

A Blackie

- Reminder of WHoW Charitable Trust event on the Kaiapoi River on Saturday 21 September 2019

J Meyer

- Thanked the Board for their work over the last three years
- Spoke of challenges faced with cycleways

M Pinkham

- Attended Sustainability Workshop
- Attended Christchurch Public Transport Workshop
- Attended Kaiapoi High School Gym Opening

P Redmond

- Attended 20 events in September 2019
- Thanked J Meyer and A Blackie for their support and advice over the last three years
- Attended the Darnley Club AGM and congratulated C Greengrass on becoming the President
• Attended Sustainability Workshop
• Attended the Waimakariri District Council Social Club Quiz Evening
• Update on the Lighting Sub-Committee
• Attended North Canterbury Coast Guard AGM

S Stewart

• Update on the Heritage, Biodiversity and Ecological Allocations
• Water Zone Committee update
• Land and Water Group update
• Kaiapoi High School Gym opening – fantastic initiative
• Thanked everyone for their hard work during the past three years.

12 CONSULTATION PROJECTS

12.1 Natural Hazards
Consultation closes Wednesday 25 September 2019.

12.2 Future of Rangiora

12.3 Signage
Consultation closes 30 September 2019.
https://www.waimakariri.govt.nz/have-a-say/lets-talk/consultations/lets-talk-about-signage

12.4 Parking
Consultation closes 30 September 2019.
https://www.waimakariri.govt.nz/have-a-say/lets-talk/consultations/lets-talk-about-parking

13 REGENERATION PROJECTS

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

13.2 Kaiapoi Regeneration Steering Group
The next meeting of the Kaiapoi Regeneration Steering Group will be held in Meeting Room 1, Ruataniwha Kaiapoi Civic Centre, 4pm on Monday 30 September 2019. This meeting is open to the public.
14 BOARD FUNDING UPDATE

14.1 Board Discretionary Grant
Balance as at 10 September 2019: $5,030.

14.2 General Landscaping Budget
Balance as at 10 September 2019: $69,080.

15 MEDIA ITEMS

16 QUESTIONS UNDER STANDING ORDERS

M Pinkham and P Redmond submitted questions under standing orders as follows:

1) Has a car parking survey of the Kaiapoi Town Centre area been carried out in 2019?

Answer:
Weekly surveys are undertaken by staff and a snapshot of this is included in the report which is included in the September agenda. Our last formal survey was undertaken by Abley Consultants in 2017. The next formal survey would be appropriate to be undertaken in 2020.

2) If a survey has been carried out what are the results of the survey and can the report be tabled at our board meeting on 16 September?

Answer:
Below is a link to the Transport Assessment dated October 2017 which refers to the Abley Parking Survey. The survey can be circulated upon request.


3) If no survey was carried out in 2019 when is the next car parking survey of the KTC scheduled?

Answer: As 1) above.

4) The requirements for providing car parking, or car parking contributions, for all developments is outlined in detail in the District Plan. The car parking requirements are calculated using a formula based on the type of development, and the gross floor area of the development.

There have been three developments on the vicinity of the Williams Street / Charles Street intersection. Their requirements for providing car parking are listed below:

- The Riverside Church project should have provided 13 on site carparks, but only provided 2 accessible carparks.
- The Riverside Terraces project should have provided 21 carparks but has only provided 6 for exclusive use of the tenants.
- The current development at 137 Williams St should be providing 11 carparks, 2 loading zones, and 4 cycle parks but has provided none.

This means that around 40 carparks should have been provided with these developments, but due to their location the District Plan provides the option for the developments to pay car parking contributions instead, at a rate of approximately $8,000 per carpark. In theory, the council should have over $300,000 in a fund to develop new carparks in this area. In each of the cases...
above the council has waived the requirements for providing carparks, or contributions.

Has it been, or is it, a policy of council to waive the requirements for car parking, or the payment of car parking contributions, in any part of the Kaiapoi Business area, and if so, why?

Answer:

Please refer to attached memo (No. 190513067697) from the Manager; Regulation issued on 13 May 2019 which outlined the considerations given to parking requirements under the RMA.

Additional notes:

- As part of a resource consent process an assessment is carried out at a point in time considering parking demand for a particular development. Where evidence demonstrates that there is available parking supply and where the effects are deemed to be no more than minor, then applicants can request financial contributions be waived. The Riverview and 137 Williams St developments have referred to the Abley 2017 parking survey study.
- Currently there is no specific parking project in Kaiapoi for which car parking contributions can be collected.
- A review of car parking north of the bridge is currently underway and this will inform the next steps for parking in this area.
- It is anticipated that highest turnover parking will be located in the core of the town centre and as you move away from the core to the fringes, restrictions will reduce and more all day parking will occur.

5) Is there a Kaiapoi Car parking Contributions account and if so?

- What is the current balance of that account?
- What contributions, and for what locations, have been made into the account in the last 10 years?
- What withdrawals, for what parking projects, have been made from the account in the last 10 years?

Answer:

No there is not a Kaiapoi car parking account.

17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

This is the final meeting of the Kaiapoi-Tuahiwi Community Board for the 2016-2019 electoral term.

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

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 6.25PM.
CONFIRMED

________________________    ___________________
Chairperson      Chief Executive

_______________________    ___________________
Date       Date

**Workshop**

- 10th Anniversary of the Earthquake – Jim Palmer (Chief Executive)
- Members Forum

**Briefing**

(Please note a briefing is public excluded)

- Implementation of Park and Ride – Don Young (Senior Engineering Advisor)
- Structure Plans – Heike Downie (Principal Planning Analyst) and Cameron Wood (Principal Policy Analyst)