

Agenda

Woodend-Sefton Community Board

Tuesday 10 March 2026

5.30pm

Sefton Public Hall
591 Upper Sefton Road
Sefton

Members:

Mark Paterson (Chairperson)

Andrew Thompson (Deputy Chairperson)

Brent Cairns

Joel McLachlan

Mathew Potter

Shona Powell

Prudence Stone

AGENDA CONTENTS – WOODEND-SEFTON COMMUNITY BOARD MEETING

<u>Item Number</u>	<u>Item Topic</u>	<u>Page numbers</u>
3	Confirmation of Minutes	
3.1	Minutes of 9 February 2026	7-13
6	Report	
6.1	Woodend Pegasus Lions Club Lease of Woodend Scout Den, Renaming of Woodend Scout Den and Proposal to Paint Poppies on War Memorial	14-50
6.2	Application to the Woodend-Sefton Community Board's 2025/26 Discretionary Grant Fund	51-85
6.3	Approval of the Woodend-Sefton Community Board Plan 2025-28	86-111
10	Members Information Exchange	
10.1	Mathew Potter	112

AGENDA FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD TO BE HELD AT THE SEFTON PUBLIC HALL, 591 UPPER SEFTON ROAD, SEFTON ON TUESDAY 10 MARCH 2026 AT 5.30PM.

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

	<u>BUSINESS</u>	PAGES
1	<u>APOLOGIES</u>	
2	<u>CONFLICTS OF INTEREST</u>	
3	<u>CONFIRMATION MINUTES</u>	
3.1	<u>Minutes of the Woodend-Sefton Community Board Meeting – 9 February 2026</u>	7-13
	<i>RECOMMENDATION</i>	
	THAT the Woodend-Sefton Community Board:	
	(a) Confirms , as a true and accurate record, the circulated minutes of the Woodend-Sefton Community Board meeting held on 9 February 2026.	
3.2	<u>Matters Arising (from minutes)</u>	
4	<u>DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY</u>	
	Nil.	
5	<u>ADJOURNED BUSINESS</u>	
	Nil.	
6	<u>REPORTS</u>	
6.1	<u>Woodend Pegasus Lions Club Lease of Woodend Scout Den, Renaming of Woodend Scout Den and Proposal to Paint Poppies on War Memorial – Ken Howat (Parks and Facilities Team Leader)</u>	14-50
	<i>RECOMMENDATION</i>	
	THAT the Woodend-Sefton Community Board:	
	(a) Receives Report No. 260201017194.	
	(b) Approves the granting of a Lease to the Woodend Pegasus Lions Club, formalising their exclusive use of the facility, with the lease to be granted for an initial term of 10 years, with two further rights of renewal of 10 years each, providing for a total potential tenure of up to 30 years.	
	(c) Notes that an annual lease fee of \$1.00 will apply, reflecting the community service nature of Woodend Pegasus Lions Club, and that the rental amount will be subject to periodic review.	
	(d) Notes that the lease will permit the Woodend Pegasus Lions Club to sublet all or part of the facility to other community groups, subject to Council approval and compliance with the terms of the lease.	

- (e) **Notes** that the transition from a Licence to Occupy to a Lease requires Community Board approval under Council delegations.
- (f) **Notes** that this change in tenure does not impact the Lions' current use of the building, and their occupation may continue uninterrupted while the lease is finalised.
- (g) **Approves** the naming of the building located at 38 Rangiora Woodend Road as the John Harris Memorial Den, in recognition of the exceptional and long-standing contribution of the late John Harris to the Woodend community.
- (h) **Notes** that if approved staff will arrange for design, manufacture and installation of the sign and will consult with the Harris family and the Lions on the final design, with costs met within existing Greenspace operating budgets.
- (i) **Notes** that the cost of the sign, including installation, is expected to be approximately \$750.
- (j) **Notes** that the rating valuation of the building is \$405,000.
- (k) **Declines** the request to paint the stylised poppy reliefs on the Woodend War Memorial, on the basis that this would compromise the original artistic intent.
- (l) **Notes** that the Kaiapoi RSA do *not* support the proposal to paint the stylised poppy reliefs on the Woodend War Memorial, advising that the memorial should remain unchanged in its current uncoloured form.
- (m) **Notes** that wider community consultation has not been undertaken for the proposal to paint the poppies. Staff have engaged with the Kaiapoi RSA and the original memorial artist, and that no broader consultation has been carried out beyond the Lions Club's request.

6.2 **Application to the Woodend-Sefton Community Board's 2025/26 Discretionary Grant Fund – Thea Kunkel (Governance Team Leader)**

51-85

RECOMMENDATION

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 260220060531.
- (b) **Approves** a grant of \$..... to the Rangiora Boxing Club towards the cost of medical care for athletes during the South Island Golden Glove tournament.

OR

- (c) **Declines** a grant to the Rangiora Boxing Club.
- (d) **Approves** a grant of \$..... to the Menzshed Pegasus Woodend Community Trust towards the purchase of a portable compressor.

OR

- (e) **Declines** a grant to the Menzshed Pegasus Woodend Community Trust.

6.3 **Approval of the Woodend-Sefton Community Board Plan 2025-28 – Thea Kunkel (Governance Team Leader)**

86-111

RECOMMENDATION

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 260115005819.
- (b) **Approves** the Woodend-Sefton Community Board Plan 2025-28 (Trim 260112003809).
- (c) **Authorises** the Chairperson to approve the final version of the Woodend-Sefton Community Plan 2025-28 if any further minor editorial corrections are required.

7 CORRESPONDENCE

Nil.

8 CHAIRPERSON'S REPORT

8.1 Chairpersons Report for February 2026

The Chairperson will provide a verbal update.

RECOMMENDATION

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the verbal report from the Woodend-Sefton Community Board Chairperson.

9 MATTERS FOR INFORMATION

- 9.1. Oxford-Ohoka Community Board Meeting Minutes 4 February 2026.
- 9.2. Rangiora-Ashley Community Board Meeting Minutes 11 February 2026.
- 9.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 16 February 2026.
- 9.4. Proposed Parking and Traffic Bylaw 2026 – Drat for Formal Public Consultation Request – Report to Council Meeting 3 February 2026 – Circulates to all Boards.
- 9.5. Bylaw Programme Update February 2026 – Report to Council Meeting 3 February 2026 – Circulates to all Boards.
- 9.6. Health, Safety and Wellbeing Report October 2025 to Current – Report to Council Meeting 3 February 2026 – Circulates to all Boards.
- 9.7. Approval to Consult on the Draft Youth Action Plan 2026-2029 – Report to Audit and Risk Committee Meeting 17 February 2026 – Circulates to all Boards
- 9.8. Aquatics December Update – Report to Community and Recreation Committee Meeting 17 February 2026 – Circulates to all Boards
- 9.9. Libraries Update to December 2025 – Report to Community and Recreation Committee Meeting 17 February 2026 – Circulates to all Boards

RECOMMENDATION

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 9.1 to 9.9.

Note:

1. *The links for Matters for Information were previously circulated to members as part of the relevant meeting agendas.*

10 MEMBERS' INFORMATION EXCHANGE

10.1 Mathew Potter

Trim: 260303068095.

112

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.

Any written information submitted by members will be circulated via email prior to the meeting.

11 CONSULTATION PROJECTS

11.1 Parking and Traffic Bylaw 2026

<https://letstalk.waimakariri.govt.nz/parking-and-traffic-bylaw-2026>

Consultation closes on Monday 9 March 2026.

11.2 Youth Action Plan

<https://letstalk.waimakariri.govt.nz/youth-action-plan>

Consultation closes Wednesday 18 March 2026.

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 28 February 2026: \$7,455.

12.2 General Landscaping Budget

Balance as at 28 February 2026: \$14,640.

13 MEDIA ITEMS

14 QUESTIONS UNDER STANDING ORDERS

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Woodend-Sefton Community Board is scheduled for 5.30pm, Monday 13 April 2026 in the Woodend Community Centre.

Workshop

- *Members Forum*

MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD AT THE WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 9 FEBRUARY 2026 AT 5.30PM.

PRESENT

M Paterson (Chairperson), A Thompson (Deputy Chairperson), B Cairns, J McLachlan, M Potter, S Powell and P Stone.

IN ATTENDANCE

Councillor T Bartle and Deputy Mayor Redmond (Virtual)

K LaValley (General Manager Planning, Regulation and Environment), J McBride (Roading and Transport Manager), T Kunkel (Governance Team Leader) and C Fowler-Jenkins (Governance Support Officer).

One member of the public was present.

1 APOLOGIES

Nil.

2 CONFLICTS OF INTEREST

There were no conflicts declared.

3 CONFIRMATION MINUTES

3.1 Minutes of the Woodend-Sefton Community Board Meeting – 8 December 2025

Moved: P Stone

Seconded: M Potter

THAT the Woodend-Sefton Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated minutes of the Woodend-Sefton Community Board meeting held on 8 December 2025.

CARRIED

3.2 Matters Arising (from minutes)

There were no matters arising.

3.3 Notes of the Woodend-Sefton Community Board Workshop – 8 December 2025

Moved: S Powell

Seconded: P Stone

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the circulated notes of the Woodend-Sefton Community Board workshop held on 8 December 2025.

CARRIED

4 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY

Nil.

5 ADJOURNED BUSINESS

Nil.

6 REPORTS

6.1 Request Approval of No Stopping Restrictions on Lacy Gate Place – N Puthupparambil (Transportation Engineer) and S Binder (Senior Transportation Engineer)

J McBride spoke to the report, noting that it sought a recommendation to the Utilities and Roothing Committee regarding a request for a no-stopping restriction on Lacy Gate Place in Woodend. The request originated from a service request, and staff subsequently undertook consultation by sending letters to properties with access to the cul-de-sac. Of the five letters issued, four responses were received, all in support of the proposed no-stopping area.

B Cairns asked whose vehicles were parking in the area. J McBride advised that it was typically residents parking on the street, which had led to complaints from neighbouring properties. He noted that there remained ample on-street parking elsewhere in the vicinity.

Moved: S Powell

Seconded: B Cairns

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 250827158126.

AND

THAT the Woodend-Sefton Community Board recommends:

THAT the Utilities and Roothing Committee:

- (b) **Approves** installation of the following no-stopping restriction:

- Lacy Gate Place, from the western end of access to no. 12 to the eastern end of the access to no. 15, being a total length of 19.5m.

- (c) **Notes** that consultation was undertaken with the properties adjoining the proposed no-stopping restriction, and four of the five responses received supported the proposal.

CARRIED

S Powell expressed support for the motion, noting that the installation of no-stopping restrictions from the western side of the access to No. 12 Lacy Gate Place through to the eastern side of the access to No. 15 was appropriate, given the configuration of the Lacy Gate Place cul-de-sac.

B Cairns agreed with S Powell and also supported the motion. He commended the staff for taking the service request on board and doing the investigation work they had done.

7 CORRESPONDENCE

7.1 Waikuku Pond Update

S Powell noted that the pollinator patches were not located where she expected, as discussed at a previous Board meeting. She requested feedback on why they had been located where they had.

Moved: P Stone

Seconded: A Thompson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the Waikuku Pond Update memo (Trim: 251212238007).

CARRIED

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for December 2025 and January 2026

The Chairperson highlighted the following:

- He received an email regarding electric motorbikes ramping at Gladstone Park.
- Concern over retention pond and drains near Petrie's Road and Copper Beach. Did a Snap, Send, Solve and found a bucket stuck in the pipe.
- An email was received regarding dust issues along Criglingtons Road in Sefton. Residents reported a significant and ongoing problem with dust generated by road traffic, noting that the issue has persisted for many years. Previous attempts to have the matter addressed were unsuccessful, and residents eventually ceased pursuing it. The dust levels were described as severe, requiring windows to remain closed at all times and resulting in patios and outdoor areas becoming covered in dirt within one to two days. Residents indicated that the situation was creating considerable work, distress, and health concerns.
- New Zealand Post proposed changes ceasing services.
- Attended Woodend Pegasus Area Strategy Planning Meeting.

Moved: M Paterson

Seconded: J McLachlan

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the verbal report from the Woodend-Sefton Community Board Chairperson.

CARRIED

9 MATTERS FOR INFORMATION

- 9.1. Oxford-Ohoka Community Board Meeting Minutes 3 December 2025.
- 9.2. Kaiapoi-Tuahiwi Community Board Meeting Minutes 8 December 2025.
- 9.3. Rangiora-Ashley Community Board Meeting Minutes 10 December 2025.
- 9.4. Woodend Box Drain Treatment Facility Upgrade Project – Report to Council Meeting 2 December 2025 – Circulates to the Woodend-Sefton Community Board
- 9.5. Council Submissions to Central Government Consultations for September and October 2025 – Report to Council Meeting 2 December 2025 – Circulates to all Boards.
- 9.6. Adoption of Community Board Submissions on Resource Management Matters Policy – Report to Council Meeting 2 December 2025 – Circulates to all Boards.
- 9.7. Adoption of Elected Members Expenses Policy – Report to Council Meeting 2 December 2025 – Circulates to all Boards
- 9.8. Elected Member Pecuniary Interests Register – Report to Council Meeting 2 December 2025 – Circulates to all Boards
- 9.9. Oxford-Ohoka Community Board Chairpersons Report for Period 1 January 2025 to 30 September 2025 – Report to Council Meeting 2 December 2025 – Circulates to all Boards
- 9.10. Kaiapoi-Tuahiwi Community Board Chairpersons Report for Period 1 January 2025 to 30 September 2025 – Report to Council Meeting 2 December 2025 – Circulates to all Boards

- 9.11. Rangiora-Ashley Community Board Chairpersons Report for Period 1 January 2025 to 30 September 2025 – Report to Council Meeting 2 December 2025 – Circulates to all Boards
- 9.12. Woodend-Sefton Community Board Chairpersons Report for Period 1 January 2025 to 30 September 2025 – Report to Council Meeting 2 December 2025 – Circulates to all Boards
- 9.13. Health, Safety and Wellbeing Report October 2025 to Current – Report to Council Meeting 2 December 2025 – Circulates to all Boards
- 9.14. Rural Recycling Facility Options – Report to Utilities and Roading Committee Meeting 9 December 2025 – Circulates to the Rangiora-Ashley and Woodend-Sefton Community Boards
- 9.15. May 2025 Flood Recovery Progress Update and Project Update on Infrastructure Resilience Fund for 2024/25 and 2025/26 – Report to Utilities and Roading Committee Meeting 9 December 2025 – Circulates to all Boards
- 9.16. Update to Northern Pegasus Bay Advisory Group Terms of Reference – Report to Community and Recreation Committee Meeting 16 December 2025 – Circulates to all Boards
- 9.17. Arohatia te Awa Terms of Reference – Report to Community and Recreation Committee Meeting 16 December 2025 – Circulates to all Boards
- 9.18. Aquatics December Update – Report to Community and Recreation Committee Meeting 16 December 2025 – Circulates to all Boards
- 9.19. Libraries Update to December 2025 – Report to Community and Recreation Committee Meeting 16 December 2025 – Circulates to all Boards

Moved: M Paterson

Seconded: J McLachlan

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 9.1 to 9.19.

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

B Cairns

- Food Secure North Canterbury would be hosting open weekends at gardens around the Waimakariri District in March 2026. The gardens focused on edible planting and food production, aiming to increase the number of residents growing their own food.
- A new Pegasus Community Watch vehicle was introduced.
- Eco Educate held its first trade garage sale, which was expected to become a regular event. Funds raised supported the Hope Trust's work across the district.
- The Freedom Lifestyle Village opened its clubrooms during the month. Attendees included visitors from as far as Lincoln, many of whom were considering moving into the over-50s village. Several visitors noted that the secure lock-up area for campervans was a key factor in their interest.
- Kaiapoi Promotions, through contractor Sarah Broughton, delivered the 14th Kaiapoi Waitangi Day event, which attracted one of the largest crowds to date, with numerous stalls and entertainment options.
- Planning for the Kaiapoi River Carnival on 14 March 2026 was well advanced, with the event primarily funded by local businesses.
- Kaiapoi High School enrolled 257 new students for the year. With the Ministry of Education setting the school's maximum roll at 1,100, the school was expected to exceed this by approximately 25 students. Rising rolls across contributing primary schools indicated that decisions regarding additional classrooms would soon be required.
- PRGI held its family fun day on 22 February, featuring live music and various activities.

- The Waimakariri Public Arts Trust called for expressions of interest from artists to create a sculpture in memory of Sir Howard Kippenberger. The Trust also continued developing a public sculpture trail on its website, with plaques at sculpture sites linking to online information via QR codes.
- The Annual Plan indicated an average rates increase of approximately 4.91%.
- The Council created a dedicated webpage consolidating information on local government reforms, along with the Council's submissions.
- The Waimakariri Libraries trialled a mobile library service aimed at bringing a curated selection of books, magazines, and other resources to communities without easy access to the district's physical libraries.
- The Draft Parking Bylaw was prepared for public consultation, with a hearing panel to present recommended changes to Council.
- A new sculpture was scheduled for installation at MainPower Stadium.

A Thompson

- The intersection of Waikuku Beach Road with the state highway was noted as carrying significantly higher traffic volumes. It was observed that the intersection was not well designed and that visibility was poor. The matter had been raised with staff; however, it was acknowledged that responsibility for the issue lay with the New Zealand Transport Agency.

P Stone

- Woodend Community Association:
 - Fruit Forest dreams – William Edwards from Woodend Beach had appealed to the Climate Campus for funding for the proposed Fruit Forest's trees, plants and soil. He aims to rally Woodend Primary School, while the Woodend Community Association and Woodend Lions were both keen to support a planting day, if the appeal succeeds.
 - Xmas Party in December - Great whānau turn-out with Santa visit and Magician. Very child-centred.
 - First meeting of the year was on 2 February 2026- Some of the Woodend Community Association committee's project ambitions in 2026 include:
 - Security cameras for the Woodend Beach Community – there were continual robberies.
 - Anzac Day event and other community days needed an adequate Sound System.
 - In any roading plans for the area during and post the Woodend Bypass, the School and Pre-School community needed to be prioritised and more pedestrian crossings and friendliness throughout the area.
 - Woodend Community Website - Lyanne Edwards would be volunteering time in the coming months to update the Woodend Community Association's website. The hope was that this would become another well-frequented online hub for information, events, promotions, and community stories/projects in progress.
- Family and Sexual Violence Network for Children and Young People - Te Puna Aonui (Central Govt agency) would be hosting a workshop with the sector on 12 February 2026 to present its review of the current system findings. The National Board of Cross-Agency CEs would be in attendance to discuss recommendations on suitable punishments for sexual violence.
- Waimakariri Access Group – She was looking forward to attending the first meeting of the year on 12 February 2026.
- Hope Trust and Lion's Den vandalism - After successfully gaining funding for a Heat Pump for the Lions Den at Rangiora-Woodend Road, installations were done at both premises at once. Shortly after, both premises were vandalised with the Heat Pumps broken into, despite security caging.

J McLachlan

- Attended the Pegasus Community Centre Steering Group.

M Potter

- Pegasus Residents Meeting – concerned about the New Zealand Post facilities closing.

S Powell

- Local Government Reforms – A page was now available on the Council website that had information and links on the Local Government reforms, including the Resource Management Act, 1991 changes to the role and shape of regional Councils, the Building Act, Emergency Management System, development levies, and regulation around rates capping and how this was applied. As Council submissions were finalised, these are also being added.
- Library trialling a mobile service for a period of three months with a selection of books, magazines, and other library resources for communities that may not have easy access to physical libraries. This included Woodend, Ravenswood Lifestyle Village, Pegasus, Waikuku Beach and Sefton.
- The Council's 2026/27 Annual Plan consultation period would be 20 March to 20 April 2026. Drop-in sessions were planned at the Pegasus Community Cuppa and in Woodend in April 2026. She had asked if the date could be changed for Woodend, as it is presently scheduled for the Thursday evening before the Easter weekend.
- Issues or questions raised by residents include:
 - Line marking on main roads in Pegasus. This had been programmed for last year but was not implemented. This has now been completed.
 - Progress on the installation of beach matting at Waikuku Beach
 - Many residents have expressed their concern that New Zealand Post had announced the closure of existing postal agencies in Woodend and Pegasus.
- Draft Parking and Traffic Bylaw public consultation open now until 6 March 2026. Details online on the Have a Say page.

P Redmond

- He cut the ribbon at the Freedom Lifestyle Village in Ravenswood. It was a huge investment in the district.
- Chaired Council meeting.

11 CONSULTATION PROJECTS**11.1 Beach Users Survey 2025/26**

<https://letstalk.waimakariri.govt.nz/beach-users-survey-2025>

11.2 Libraries Survey 2025

<https://letstalk.waimakariri.govt.nz/libraries-survey-2025>

The Board noted the consultation projects.

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 31 January 2026: \$7,455.

12.2 General Landscaping Budget

Balance as at 31 January 2026: \$14,640.

The Board noted the funding update.

13 MEDIA ITEMS

Nil.

14 QUESTIONS UNDER STANDING ORDERS

Nil.

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

16 NEXT MEETING

The next meeting of the Woodend-Sefton Community Board was scheduled for 5.30 pm, on Tuesday 10 March 2026 in the Sefton Public Hall.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 6:04PM.

<p>Workshop 6:00pm to 6:04pm</p> <ul style="list-style-type: none"> • <i>Members Forum</i> <ul style="list-style-type: none"> ○ <i>Woodend-Sefton Community Board Plan</i>
--

CONFIRMED

Chairperson

Date

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-26-09-06 / 260201017194

REPORT TO: WOODEND SEFTON COMMUNITY BOARD

DATE OF MEETING: 10 March 2026

AUTHOR(S): Ken Howat, Parks and Facilities Team Leader

SUBJECT: Woodend Pegasus Lions Club Lease of Woodend Scout Den, Renaming of Woodend Scout Den and Proposal to Paint Poppies on War Memorial.

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


General Manager


Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to present three requests from the Woodend Lions Club to the Woodend Sefton Community Board.
- 1.2. The Woodend Pegasus Lions Club is requesting approval for the following.
 - To transition from their current Licence to Occupy to a formal lease for the building known as the *Woodend Scout Den* at 38 Rangiora Woodend Road.
 - To rename the building to the John Harris Memorial Den.
 - To paint the stylised poppy reliefs on the Woodend War Memorial.
- 1.3. The Woodend Pegasus Lions Club has requested a lease to provide the security and stability needed to continue delivering community services, contribute to building improvements and plan future projects. A lease provides a stronger tenure framework that supports long-term community benefit.
- 1.4. The Lions Club currently occupies the facility under a Licence to Occupy, which provides non-exclusive use and only limited security of tenure. As the Club continues to invest significant time, volunteer labour, and financial resources into maintaining and improving the building, a licence arrangement no longer offers the level of certainty required to support their ongoing community service activities.
- 1.5. A lease would provide greater stability through exclusive or clearly defined possession, a longer-term tenure, and a structured framework for undertaking agreed improvements. This increased security also strengthens the Club's ability to seek external funding, as many grant providers require proof of long-term tenure before supporting capital upgrades. The Lions Club manages all bookings and lease arrangements for other community groups using the facility, enabling affordable access, high utilisation, and positive community outcomes through locally led stewardship. To continue with this arrangement, it is best done via a lease as a group generally does not manage bookings under a license to occupy.
- 1.6. The Lions Club are requesting approval to formally name the building the John Harris Memorial Den in recognition of the late John Harris's long-standing service to the Woodend community. The den was originally named the Woodend Scout Den by default as they were the main user. Scouts no longer operate within Woodend and do not have further ties with the building.

- 1.7. John Harris made significant voluntary contributions over several decades across youth development, sport, community leadership, and local heritage, with a lasting impact on multiple generations of residents. John Harris was involved in building the Woodend Scout Den as a builder.
- 1.8. John Harris was a founding and lifetime member of the Woodend Pegasus Lions Club, serving for over 40 years, including two terms as President. He was also a founding member of the Woodend Advisory Board, serving nearly a decade and playing a key role in representing local interests in community matters.
- 1.9. It is proposed that naming signage be installed on the west elevation of the building, providing a visible and respectful tribute consistent with the significance of his contribution.
- 1.10. Under the Council's Naming Policy, the naming of Council-owned assets must align with criteria that reflect local identity, cultural heritage, and community significance. In accordance with this policy, the Woodend Sefton Community Board holds delegated authority to approve the naming of Council facilities within its ward.
- 1.11. A proposal to paint the stylised poppy reliefs on the Woodend War Memorial has been put forward by the Woodend Pegasus Lions Club. The Lions Club has asked that the Community Board consider whether adding colour to the poppy elements would enhance their visibility and commemorative recognition, while acknowledging that any change would permanently alter the memorial's existing appearance.
- 1.12. The Kaiapoi RSA has a ceremonial and custodial relationship with the Woodend War Memorial, as they are responsible for organising the Woodend ANZAC Day service each year. The RSA does not support altering the memorial and wishes it to remain unchanged.
- 1.13. The poppies were designed and carved by local stonemason, Peter Dunn, as part of the original memorial artwork. He has commented that the memorial was designed in a restrained, uncoloured form to reflect the harsh realities of war, with stylised poppy reliefs and barbed wire elements intended to convey remembrance and sacrifice while ensuring the names of those commemorated remain the primary focus. The design allows ceremonial wreaths to provide a temporary and symbolic contrast during commemorative services.

Attachments:

- i. Deed of Lease Lions of Woodend Pegasus Incorporated (Trim 260225064232)

2. **RECOMMENDATION**

THAT the Woodend Sefton Community Board:

- (a) **Receives** Report No. 260201017194
- (b) **Approves** the granting of a Lease to the Woodend Pegasus Lions Club, formalising their exclusive use of the facility, with the lease to be granted for an initial term of 10 years, with two further rights of renewal of 10 years each, providing for a total potential tenure of up to 30 years.
- (c) **Notes** that an annual lease fee of \$1.00 will apply, reflecting the community service nature of Woodend Pegasus Lions Club, and that the rental amount will be subject to periodic review.
- (d) **Notes** that the lease will permit the Woodend Pegasus Lions Club to sublet all or part of the facility to other community groups, subject to Council approval and compliance with the terms of the lease.
- (e) **Notes** that the transition from a Licence to Occupy to a Lease requires Community Board approval under Council delegations.

- (f) **Notes** that this change in tenure does not impact the Lions' current use of the building, and their occupation may continue uninterrupted while the lease is finalised.
- (g) **Approves** the naming of the building located at 38 Rangiora Woodend Road as the John Harris Memorial Den, in recognition of the exceptional and long-standing contribution of the late John Harris to the Woodend community.
- (h) **Notes** that if approved staff will arrange for design, manufacture and installation of the sign and will consult with the Harris family and the Lions on the final design, with costs met within existing Greenspace operating budgets.
- (i) **Notes** that the cost of the sign, including installation, is expected to be approximately \$750.
- (j) **Notes** that the rating valuation of the building is \$405,000.
- (k) **Declines** the request to paint the stylised poppy reliefs on the Woodend War Memorial, on the basis that this would compromise the original artistic intent.
- (l) **Notes** that the Kaiapoi RSA do *not* support the proposal to paint the stylised poppy reliefs on the Woodend War Memorial, advising that the memorial should remain unchanged in its current uncoloured form.
- (m) **Notes** that wider community consultation has not been undertaken for the proposal to paint the poppies. Staff have engaged with the Kaiapoi RSA and the original memorial artist, and that no broader consultation has been carried out beyond the Lions Club's request.

3. **BACKGROUND**

- 3.1. The Woodend Pegasus Lions Club has operated from the facility since 1999, using the building as a base for their community service activities, fundraising initiatives, and support programmes. Over this time, the Lions have consistently delivered positive outcomes for the Woodend community through volunteer projects, local events, welfare support, and ongoing stewardship of the facility.
- 3.2. The Lions Club subleases the facility to a range of local community groups, supporting shared use of the building and maximising its value as a community asset. Current regular users of the facility include Woodend Community Church, a Zumba fitness group and a radio club. In addition, the Lions Club has recently secured a new community user, the Waimakariri Women's Circle.
- 3.3. The Lions Club does not charge hire fees to these community groups. Instead, the Club absorbs operational costs, including ongoing power charges, as part of its commitment to supporting community wellbeing and ensuring the facility remains available for a broad range of users. These arrangements enable community activities to operate from an affordable and accessible space.
- 3.4. Transitioning to a Lease will provide the Lions with a secure, exclusive tenure arrangement that aligns with their level of investment and their ongoing role as the primary user of the building. A lease gives the Club the assurance needed to continue planning, fundraising for, and delivering building upgrades that will benefit both their operations and the wider community.
- 3.5. The change in tenure therefore supports the sustainability of a long-standing community organisation and strengthens the partnership between Council and the Lions in stewarding this facility.
- 3.6. In recent months Council has carried out essential maintenance and renewals work to address building conditions issues and to ensure the facility remains fit for purpose. These include a full interior paint, upgrade of kitchen hot water system, new kitchen bench top, replacement of windows with safety and two new doors.

- 3.7. In addition to Council's investment, the Lions Club funded the installation of new carpet in the main hall, and the Woodend Community Church funded the installation of a heat pump. Prior to these upgrades the room was noted to be very cold and difficult to heat during winter.
- 3.8. These contributions of Council, Lions and Woodend Community Church have resulted in a facility that is now in noticeably improved condition making it more comfortable, energy-efficient and fit for purpose, increasing its appeal to both existing and prospective users. This shared investment underscores the value of the building to the community and highlights the Lions willingness to continue supporting its upkeep and enhancement into the future.
- 3.9. The late John Harris dedicated more than 30 years to youth development through Scouting, including 12 years as a Scout Leader, and was known for his practical, hands-on approach to mentoring young people. He also founded the Woodend Boys Club, creating a safe and supportive environment that fostered skills, confidence, and community connection.
- 3.10. His contribution to local sport was significant and lifelong. John was a Life Member of North Canterbury Rugby, Patron of the Woodend Rugby Club, and served as a player, coach, secretary, and treasurer. His support of junior sport and wider involvement in local cricket and clay target shooting reflected a deep commitment to participation and development at the grassroots level.
- 3.11. Through his writing and historical work, John Harris played a key role in documenting and preserving Woodend's heritage. He authored *At the End of the Bush*, compiled extensive photographic and genealogical records, and wrote the long-running community column *This Month with Harry*. His contributions to local history remain a valued resource for the community.
- 3.12. In recognition of his service, John Harris received the Waimakariri Community Service Award in 2008. Naming the building the *John Harris Memorial Den* provides a meaningful and visible acknowledgement of his exceptional contribution to the Woodend community.

4. ISSUES AND OPTIONS

The Community board has three items to consider within the issues and options section. This relates to the first being a transition from a license to occupy to a lease for the Woodend Scout Den. The second is to rename the Woodend Scout Den and the third item is to consider the proposal from the Woodend Lions to paint the poppies on the Woodend War Memorial.

4.1. Transition from License to Lease

- 4.1.1. **Option One** – Approves a lease to replace the license
- 4.1.2. The Lions Club currently occupies the facility under a Licence to Occupy (LTO), which provides non-exclusive use and only limited security of tenure. While this arrangement has served the Club for many years and has allowed ongoing community use of the building, it does not provide the level of certainty generally needed to justify or support significant long-term investment.
- 4.1.3. Under an LTO, the Club is not guaranteed continued occupation, and Council retains the ability to review, amend, or terminate the arrangement with comparatively short notice. This can create challenges for the Club when planning upgrades, applying for grants, or seeking external funding—many of which require evidence of secure tenure.

- 4.1.4. A move to a lease would provide a stronger legal framework and greater security, giving the Lions Club confidence to invest in the maintenance and improvement of the facility. However, entering into a lease also introduces obligations around compliance, building management, and financial responsibilities that the Club would need to demonstrate its ability to meet.
- 4.1.5. Providing the Lions Club with the ability to continue subletting the building under a lease arrangement would enable them to manage all bookings, coordinate access, and oversee day-to-day operations. This approach centralises responsibility with a single party and avoids the inefficiencies that can arise when multiple organisations attempt to manage usage independently.
- 4.1.6. Empowering the Lions Club to manage sub-leases offers several benefits:
- Effective governance: The Club can apply a consistent process for bookings, access, and user expectations, ensuring clarity for all groups.
 - Fair and equitable allocation: A single booking manager helps ensure that space is allocated transparently and that no group is disadvantaged.
 - High utilisation: A coordinated system allows for more efficient scheduling, helping maximise community access and reduce periods where the facility is under-used.
 - Operational continuity: The Lions Club has a long association with the facility and is familiar with its maintenance needs, user behaviours, and historical patterns of use.
- 4.1.7. However, this approach also requires that the Club demonstrate robust administrative capability, clear governance processes, and transparent reporting mechanisms to ensure fairness and compliance with Council policies. Council would also need to monitor that sub-leasing activity remains aligned with the intended purpose of the facility and does not create disadvantages for emerging or smaller community groups. Staff are recommending this option as it provides the Woodend Lions Club with greater certainty over the use of the building, it passes administration onto this Club and reduces the need for Council to operate the asset directly.
- 4.1.8. The lease will contain Council's standard lease conditions, as well as the following conditions.
- The standard community lease rental of \$1 per annum.
 - An initial lease term of 10 years with two 10 year right of renewal options.
 - A six-monthly report to Council on community usage.
 - Any sublease or assignment requires prior Council approval.
 - Any building alterations, additions, or significant works require prior written approval from Council.
 - Lessee must pay all utility charges, rubbish and recycling costs and cleaning and maintenance costs that fall under lessees' responsibility.

- 4.2. **Option Two – Declines the change from a license to a lease**
- 4.2.1. Retaining the current Licence to Occupy (LTO) arrangement would maintain the existing level of flexibility for both Council and the Lions Club. An LTO enables Council to retain a higher degree of control over the facility, including the ability to modify terms or terminate the agreement with less complexity than a lease. This can be beneficial where long-term strategic decisions about land use, building renewal, or future community facility planning may be required. However, the building does not require this level of interest from Council and having the Lions Club administer the building provides benefits relating to ongoing cost and the connection between this club and the community.
- 4.2.2. Under this option, the Lions Club would continue to operate without the formal obligations associated with a lease—such as increased responsibility for maintenance, compliance, insurance requirements, and broader asset-management duties. This being transferred to the Club provides ongoing benefit to the Council as the Club becomes more responsible for the day to day operations and cost.
- 4.2.3. This option means the Lions Club continues without security of tenure, limiting its ability to invest in the building or seek external funding. Lack of long-term certainty may reduce the Club’s willingness or capacity to undertake upgrades or plan for future development, potentially impacting the long-term sustainability of the facility. Staff do not recommend this option as it does not provide the administration, community or cost benefit of the building being leased to the Woodend Lions Club.

Woodend Scout Den Renaming Proposal

- 4.3. **Option One:** Approves the naming of the building located at 38 Rangiora Woodend Road as the John Harris Memorial Den.
- 4.3.1. Approving the naming of the building as the John Harris Memorial Den formally recognises the significant and lasting contribution John Harris made to the Woodend community. Mr Harris played a central role in supporting local initiatives and strengthening community identity, and naming the facility in his honour provides a meaningful and visible acknowledgment of his service.
- 4.3.2. This option supports the celebration of local heritage and helps ensure that the memory of an influential community member is preserved for future generations. It also reflects positively on Council’s commitment to acknowledging individuals who have made exceptional contributions to the district.
- 4.3.3. The proposed name has strong support from the Lions Club and aligns with the intended community-focused use of the facility. The naming is unlikely to create operational or administrative challenges and would enhance the building’s identity within Woodend. Staff recommend this option as it celebrates a person who is a role model within the community and acknowledges local history.
- 4.4. **Option Two:** Declines the naming of the building located at 38 Rangiora Woodend Road as the John Harris Memorial Den.
- 4.4.1. Declining the proposed naming of the building would mean forgoing the opportunity to formally recognise the significant and longstanding contribution of John Harris to the Woodend community. Mr Harris is regarded as a respected and influential figure whose volunteer service and leadership have had a meaningful and enduring impact on the local area. Not approving the naming would leave this contribution unacknowledged in a visible or lasting way.

- 4.4.2. This option may also be viewed negatively by community members and groups who have expressed support for the proposed name. It could be interpreted as a missed opportunity to strengthen community identity, celebrate local heritage, and demonstrate Council's support for recognising exceptional service. Additionally, it may create disappointment for the Lions Club, who have proposed the name in good faith and have a strong historical association with the facility.
- 4.4.3. From an operational perspective, declining the naming provides no advantage and does not advance any strategic objectives. There are no significant risks associated with approving the name, and retaining the building without a formal name offers limited additional value. For these reasons, staff are not recommending this option.

Woodend War Memorial Proposal to Paint Poppies

- 4.5. **Option One-** Declines the painting of the poppy reliefs on the Woodend War Memorial.
 - 4.5.1. Retaining the memorial in its current form preserves the original artistic vision and design intent, maintaining the integrity of the reliefs exactly as the artist conceived them. This approach ensures that the memorial continues to convey its symbolic significance through the established contrast between the unpainted reliefs and the temporary wreaths and poppies placed during commemorative services. This contrast is a key feature of many memorials, reinforcing the solemnity and symbolism of remembrance in a way that remains respectful and consistent across time.
 - 4.5.2. Keeping the structure unchanged avoids the risk of unintended aesthetic impacts that could arise from modifying a commemorative artwork. Alterations to war memorials can be sensitive and may lead to disagreements within the community or among stakeholders, particularly when the original artist or groups such as the RSA express a desire to maintain the memorial's current appearance. Retaining the existing form therefore helps uphold stakeholder confidence, community cohesion, and the cultural integrity of the site.
 - 4.5.3. In addition, this option avoids introducing long-term maintenance requirements that would accompany adding paint to the reliefs, such as colour fading, weathering, or ongoing restoration needs. By preserving the memorial in its original state, Council avoids potential future costs and ensures the structure remains low maintenance.
 - 4.5.4. Given the importance of respecting artistic intent, maintaining community alignment, and avoiding irreversible changes or new upkeep responsibilities, staff recommend this option.
 - 4.5.5. The request to paint the poppies raises considerations around artistic intent, commemorative symbolism, long-term maintenance, and the potential impact on the overall appearance and integrity of the memorial. Painting the poppies may increase visual prominence and clarity, particularly outside of ceremonial occasions, it would represent a permanent alteration to the memorial's current aesthetic.
 - 4.5.6. Further advice has highlighted that the poppies form part of a broader, finely detailed relief design and are not intended to be the focal point of the memorial. Painting the poppies could disproportionately draw attention away from the names of those commemorated. There are also potential operational implications, as painted detailing on exterior concrete may require ongoing repainting over time, resulting in additional maintenance costs.

- 4.5.7. The Kaiapoi RSA, is the organisation responsible for coordinating the ANZAC Day service at the Woodend War Memorial and as such, the memorial has special significance for the RSA and their members. They have advised that the memorial should remain in its original uncoloured state and expressed concern that adding colour would not be consistent with the intended character and dignity of the memorial. Their response was brief but definitive, noting that the memorial's current appearance should be preserved.
- 4.5.8. Ian Lennie, who was Chair of the Woodend Pegasus Lions Club at the time the Woodend War Memorial was established, has advised that he has no objection either way to the proposal to paint the stylised poppy reliefs. Mr Lennie noted that the original intent was for the poppies to remain generic and uncoloured; however, he considered that painting them red could add to their visual impact. He further noted that the memorial is a community asset and that, if supported by the community, he would not see any issue with the proposal and appreciated being consulted.
- 4.5.9. Staff note that wider community consultation has not been undertaken in relation to this proposal. Engagement has been limited to discussions with the Kaiapoi RSA and with the artist responsible for the original memorial design. No broader public consultation or engagement with other community groups or residents has been carried out. Staff understand that the current request originates from the Woodend Pegasus Lions Club and that no wider consultation has been undertaken by the Lions beyond their own organisation
- 4.6. **Option Two** - Approve the painting of the poppy reliefs on the Woodend War Memorial.
- 4.6.1. Approving the painting of the poppy reliefs would allow the addition of colour to the existing artwork on the Woodend War Memorial, increasing the visibility of the poppies and strengthening their symbolic connection to remembrance. This option responds directly to a suggestion raised by the Lions Club and may enhance public recognition of the poppy motif outside of formal commemorative events. The increased prominence could support community awareness of the memorial's purpose and provide a more visually distinctive feature within the reserve.
- 4.6.2. However, painting the reliefs would permanently alter the current aesthetic of the memorial and diverge from the original artistic intent. The artist has expressly indicated that the reliefs were designed to remain unpainted, and colour was not part of the intended composition. In addition, the Kaiapoi RSA has advised that it does not support the proposal. Without the backing of the veteran community and the original artist, proceeding would risk generating division, detracting from the purpose of the memorial, and impacting stakeholder relationships.
- 4.6.3. Introducing paint to the reliefs may also create an ongoing maintenance requirement, including future touch-ups, weathering management, and potential colour fading over time. This would commit resources to maintaining an aesthetic that key stakeholders do not endorse.
- 4.6.4. Given the absence of support from both the RSA and the artist—two critical parties associated with the memorial's cultural, historical, and artistic integrity—staff do not consider this option viable and do not recommend it.

Implications for Community Wellbeing

- 4.7. There are implications on community wellbeing by the issues and options that are the subject matter of this report. Providing secure tenure for the Woodend Pegasus Lions Club supports the continued delivery of volunteer-led community services, while improvements to the facility enhance its function as a welcoming and fit-for-purpose community space. The proposed naming of the building also recognises a significant local contributor, reinforcing community identity, pride, and connection.
- 4.8. The consideration of whether to paint the poppy reliefs on the Woodend War Memorial has implications for community wellbeing, as the memorial is a place of shared remembrance, reflection, and respect. Retaining or altering its appearance may influence how different members of the community connect with its commemorative purpose, artistic integrity, and symbolism. The Kaiapoi RSA has provided clear feedback that the memorial should remain uncoloured, emphasising the importance of preserving its original design and maintaining the solemn character intended by the artist. This position highlights the need for any decision to reflect both heritage values and the expressed views of the veteran community, alongside broader community sentiment.
- 4.9. The Management Team has reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Mana whenua

- 5.2. Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report. The transition from a licence to a lease, relates to a change in tenure and ongoing use of an existing facility. Naming the building after John Harris is also not anticipated to impact mana whenua interests.

5.3. Groups and Organisations

- 5.4. There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. The Lions Club is the primary affected organisation and is requesting support for the proposed lease and building naming. Their request aligns with their long-term occupation and their ongoing contribution to the facility and community. Other user groups benefit from recent upgrades and are not adversely impacted by the proposed lease arrangement.

The groups and organisations most likely to be affected by the proposal to paint the poppies include the Woodend Pegasus Lions Club as the proponent of the request, the Returned and Services Association (RSA) and veteran community who have an interest in the commemorative function of the memorial.

5.5. Wider Community

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. The wider Woodend community will benefit from the continued operation of the Woodend Pegasus Lions Club, whose long-standing service and recent investment in the facility contribute positively to local wellbeing. The improved condition of the building strengthens its value as a community asset and naming it the *John Harris Memorial Den* provides a meaningful acknowledgement of a highly respected community member.

The wider Woodend community is likely to be affected by the proposal to paint the poppies as the war memorial is a shared public place of remembrance and reflection, and any change to its appearance may influence how community members connect with its commemorative meaning and heritage value.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are financial implications of the decisions sought by this report. Costs associated with the design, manufacture, and installation of the John Harris Memorial Den signage will be met from existing Greenspace operational budgets. The cost of the signage, including installation, is expected to be approximately \$750 and would be paid from Parks & Reserves budget, 10.538.811.2521.

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

There may be financial implications associated with the painting of the poppy reliefs, including initial application and potential future maintenance or repainting due to weathering of painted detailing on an exterior concrete surface, however these costs are expected to be minimal.

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

6.2. Sustainability and Climate Change Impacts

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

6.3 Risk Management

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

Granting a long-term lease may create expectations from other community groups seeking similar tenure arrangements; however, all lease requests are considered on a case-by-case basis, having regard to community benefit, asset use, and alignment with Council policy.

There is a potential risk associated with the ongoing condition and maintenance of the facility over the lease term. This risk is mitigated through the lease provisions, which clearly allocate day-to-day maintenance, repair, renewal, and care of the building and all improvements to the Lessee, while Council retains rights of inspection and enforcement.

The lease also permits subletting, which could create minor operational or compliance risks if unmanaged. This is mitigated through lease conditions requiring Council approval for any assignment or sublease.

Overall, the identified risks relating to the lease proposal are considered low and are appropriately managed through the terms and conditions of the lease agreement.

There are risks associated with approving the painting of the stylised poppy reliefs, including permanent alteration of the memorial's original artistic intent, potential adverse community response, and the introduction of ongoing maintenance requirements for painted detailing on an exterior surface.

6.3 Health and Safety

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

7. **CONTEXT**

7.1. **Consistency with Policy**

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

7.2. **Authorising Legislation**

- Building Act 2004
- Reserves Act 1977

7.3. **Consistency with Community Outcomes**

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

Environmental:

- i. Our communities are able to access and enjoy natural areas and public spaces.

Social:

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

7.4. **Authorising Delegations**

The Woodend Sefton Community Board has delegated authority to approve the recommendations of this report.

**WAIMAKARIRI DISTRICT COUNCIL
("Council")**

and

**LIONS CLUB OF WOODEND PEGASUS
INCORPORATED
("Lessee")**

**DEED OF LEASE
38 Rangiora Woodend Road,
Woodend**

Contents

PARTIES	3
BACKGROUND	3
PARTICULARS OF LEASE	3
SCHEDULE A	7
1. INTERPRETATION	7
2. RENT	9
3. OUTGOINGS AND PAYMENTS	9
4. RENT REVIEW	9
5. RIGHTS OF RENEWAL	10
6. HOLDING OVER	10
7. MAINTENANCE	10
8. CAPACITY	11
9. LESSEE'S USE OF PREMISES	11
10. DEVELOPMENT OF THE PREMISES	14
11. ASSIGNMENT AND SUBLEASING	15
12. COUNCIL'S RIGHTS OF ENTRY	16
13. INSURANCE	17
14. DAMAGE OR DESTRUCTION	17
15. LESSEE'S IMPROVEMENTS UPON TERMINATION	18
16. INDEMNITY	19
17. ESSENTIAL TERMS	19
18. COMPENSATION	20
19. DEFAULT	20
20. DEFAULT INTEREST	22
21. RESOLUTION OF DISPUTES	22
22. NOTICES	22
23. COSTS	23
24. HEALTH AND SAFETY	23
25. GST	24
26. NO WARRANTY	24
27. PUBLIC LIABILITY	24
28. GENERAL	24
SCHEDULE B	26

Minimum Public Risk Insurance	Not less than one million dollars (\$1,000,000.00).
Default Interest Rate	14% per annum
Council's Address	C/- The Chief Executive Officer Waimakariri District Council Private Bag 1005 RANGIORA 7440
Lessee's Address	
Lessee's contact email address	
Lessee's contact mobile phone number	
Included Outgoings	<ol style="list-style-type: none"> (1) Rates or levies payable to any local or territorial authority. (2) Fire and Emergency New Zealand charges and the maintenance charges in respect of all fire detection and fire- fighting equipment. (3) Insurance premiums and related valuation fees for the building owned by Council.
Excluded Outgoings	<ol style="list-style-type: none"> (1) Charges for water, gas, electricity, telecommunications and other utilities or services, including line charges. (2) Rubbish collection and recycling charges. (3) Any insurance excess in respect of a claim. (4) Any costs in relation to cleaning, maintenance and repair charges for which Council is responsible under this Lease.
Additional Terms or Conditions	<ol style="list-style-type: none"> (1) This Lease documenting the lease of the Premises to the Lessee is conditional upon Council (as Licensor) and the Lions Club of Woodend Pegasus Incorporated (as Licensee) validly executing a Deed of Surrender of the Licence to Occupy dated 3 March 2023 ("Deed of Surrender") on terms and conditions satisfactory to Council and which shall take effect on and from the Commencement Date. If for any reason, the Deed of Surrender is not validly executed on or about the date of this Lease, this Lease shall be null and void and its terms shall have no force and effect. (2) In addition to the Lessee's general maintenance obligations under clause 7 of Schedule A, the Lessee must at its sole cost maintain all Improvements in a good condition, including but not limited to the Lessee's Improvements and the existing Council owned building and any other Council owned Improvements situated on the Premises. The Lessee must comply with any reasonable directions issued by Council regarding use of Council owned Improvements and must repair any damage caused to those Improvements or the

	<p>surrounding land by the Lessee or the Lessee's invitees, except where such damage results from fair wear and tear or circumstances beyond the Lessee's control.</p> <p>(3) The Lessee shall not, without the prior written consent of Council:</p> <ul style="list-style-type: none">(a) bring onto the Premises or Land any soil, shingle, gravel, sand, fill, or other substance or material ("Material") which may contaminate the Premises, the Land or any adjoining land. In granting any such consent, Council may require that the quality of such Material is tested and checked for contaminants by an independent soil testing specialist before the Material is brought onto the Premises or Land and the Lessee shall be liable for the costs of such testing; or(b) remove from the Premises any Material; or(c) store or accumulate on the Premises any spoil, rubbish, refuse, composted material, garden waste or similar. <p>(4) The Lessee may during the term of this Lease, have a non-exclusive right to use such part of Council's land adjoining the Premises as is notified to the Lessee by Council from time to time, being such part which is reasonably necessary to enable the Lessee to access the Premises from a public road. The Lessee must comply with Council's reasonable directions in relation to such use and must repair any damage caused to such land by the Lessee or the Lessee's invitees.</p> <p>(5) Council also grants the Lessee a non-exclusive right to use such part of Council's land adjoining the Premises as is notified to the Lessee by Council from time to time, for the purposes of car parking (along with the general public and Council's other invitees). The Lessee must comply with Council's reasonable directions in relation to such use and must repair any damage caused to such land by the Lessee or the Lessee's invitees.</p>
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SCHEDULE A
(Specific Terms)

1. INTERPRETATION

1.1. In this Lease unless the context indicates otherwise:

“Annual Rent” mean the annual rent specified in the Particulars of Lease subject to changes consequent on any right to review the annual rent or on the Lessee’s exercise of any right to renew this Lease;

“Authority” means and includes every governmental, local, territorial and statutory authority having jurisdiction or authority over the Premises or their use;

“Building” means the whole or part of any structures, buildings or Improvements (which may or may not form part of the Lessee’s Improvements) and, where not repugnant to the context, includes any alterations or additions to any structures, buildings or Improvements;

“Commencement Date” means the commencement date specified in the Particulars of Lease;

“Council” means Waimakariri District Council and includes Council’s assigns and Council’s employees, contractors and agents;

“Council’s Notice” shall have the meaning given to that term in clause 4.1;

“Default Interest Rate” means the Default Interest Rate specified in the Particulars of Lease;

“Excluded Outgoings” means all rates, charges, levies, assessments, duties, impositions and fees from time to time payable to any Authority relating to the Premises and other costs relating to the Premises as specified in the Particulars of Lease but excluding the Included Outgoings;

“Goods and Services Tax” and “GST” means tax levied under the Goods and Services Tax Act 1985 and includes any tax levied in substitution for that tax;

“HSW Act” means the Health and Safety at Work Act 2015;

“Improvements” means Council’s or the Lessee’s property situated in, or on the Premises and includes all buildings, structures and improvements and all equipment and plant;

“Included Outgoings” means only those rates, charges, levies, assessments, duties, impositions and fees from time to time payable to any Authority relating to the Premises and other costs relating to the Premises as specified in the Particulars of Lease as Included Outgoings;

“Initial Term” means the initial term specified in the Particulars of Lease;

“Land” means the land described in the Particulars of Lease;

“Lease” means this Deed of Lease as amended or varied from time to time whether by

operation of the terms of this Lease or otherwise;

“Lessee” includes the Lessee’s executors, administrators or successors and permitted assigns or sublessees or licensees of the Lessee and, where not repugnant to the context, the employees, contractors and agents of the Lessee

“Lessee’s Improvements” means the Lessee’s property situated in, or on the Premises and includes all buildings, structures and Improvements and all equipment and plant owned or placed on the Premises by the Lessee and, where not repugnant to the context, includes any alterations or additions to any structures, buildings or Improvements made by the Lessee;

“Lessee’s Notice” shall have the meaning given to that term in clause 4.1;

“Lessee’s Works” shall have the meaning given to that term in clause 10.7;

“Permitted Use” means the permitted use as described in the Particulars of Lease;

“Plan” means the plan attached as Schedule B;

“Premises” means the premises described in the Particulars of Lease and includes any Improvements on the Premises owned by Council (if any) but excludes the Lessee’s Improvements;

“Renewal Date” means any date on which this Lease is due for renewal as per the Rights of Renewal;

“Rent Review Dates” means the rent review dates prescribed in the Particulars of Lease;

“Rights of Renewal” means the Rights of Renewal prescribed in the Particulars of Lease;

“Term” means the term of this Lease and includes the Initial Term and any Rights of Renewal; and

“Working Day” has the meaning given to it in the Property Law Act 2007.

- 1.2. The terms “Building Work” and “Code Compliance Certificate” have the meanings given to those terms in the Building Act 2004.
- 1.3. Expressions defined in the main body of this Lease have the defined meaning in the whole of this Lease including the background and the schedules.
- 1.4. Section, clause and other headings are for ease of reference only and do not form any part of the context or affect this Lease’s interpretation.
- 1.5. Where two or more persons are bound by a provision in this Lease, that provision will bind those persons jointly and each of them severally.
- 1.6. Any obligation not to do anything includes an obligation not to suffer, permit or cause that thing to be done.
- 1.7. References to parties are references to parties to this Lease and include each party’s executors, administrators and successors.

- 1.8. References to persons include references to individuals, companies, partnerships, associations, trusts, government departments and local authorities in each case whether or not having separate legal personality.
- 1.9. Singular words include the plural and vice versa.
- 1.10. The terms specified in the schedules will be interpreted by reference to those schedules.
- 1.11. References to sections, clauses and the schedules are references to sections and clauses of and the schedules to this Lease.
- 1.12. References to a statute include references to regulations, orders, rules or notices made under that statute and references to a statute or regulation include references to all amendments to that statute or regulation whether by subsequent statute or otherwise.

2. RENT

- 2.1. The Lessee will pay the Annual Rent due under this Lease to Council (or as Council may in writing otherwise direct) without demand from Council and without any deduction or set-off howsoever.
- 2.2. The Annual Rent shall be paid by equal monthly instalments in advance with a first instalment to be paid on the Commencement Date.
- 2.3. The Annual Rent due under this Lease from time to time shall be paid by automatic bank authority or in such other manner as Council may from time to time direct.

3. OUTGOINGS AND PAYMENTS

- 3.1. The Lessee has no liability for the Included Outgoings. Provision for the costs of such Included Outgoings is included in the Annual Rent.
- 3.2. The Lessee must on demand by Council pay the Excluded Outgoings without deduction or set-off. If any Excluded Outgoing is not separately assessed on or charged to the Premises, the Lessee must pay a fair and reasonable proportion of that Excluded Outgoing. Any Excluded Outgoing which is not assessed or charged for a period falling wholly within the Term will be apportioned between Council and the Lessee.
- 3.3. The Lessee shall promptly pay to the relevant Authorities as they become due all charges or maintenance costs incurred in respect of the supply of water, gas, electricity, oil, telephone, cleaning, garbage disposal, sewage disposal, or other services whatsoever to the Premises, including any applicable rates or assessments.
- 3.4. The parties agree that the Lessee must be entered in the rating information database and district valuation roll in respect of the Premises for the purposes of The Local Government (Rating) Act 2002.

4. RENT REVIEW

- 4.1. In the event that Council reviews its policy relating to rental charges during the Term, Council may change the Annual Rent amount payable by the Lessee to fall in line with other community lease agreements and notify the Lessee of the Annual Rent payable as from the relevant Rent Payment Dates.

- 4.2. If following any increase in the Annual Rent pursuant to clause 4.1, the Lessee considers (acting reasonably) that it is not financially feasible for the Lessee to continue with its lease of the Premises then the Lessee may elect to terminate this Lease immediately following the provision of notice in writing to Council of that intention. The provisions of clause 15.1 shall apply in the event of any such termination.

5. RIGHTS OF RENEWAL

- 5.1. Subject to the Lessee's compliance with this clause 5, and provided that the Lessee is not in breach of this Lease, the Lessee shall have a right to renew this Lease in accordance with the Rights of Renewal. The renewed lease will be subject to the same covenants and provisions as this Lease, including this present provision for the renewal, but with any sensible modifications incidental to the renewal.

- 5.2. If:

(a) at least three (3) months before a Renewal Date, the Lessee gives Council written notice of the Lessee's wish to renew this Lease; and

(b) the Lessee has complied with all of the Lessee's obligations under this Lease,

then Council will renew this Lease at the Lessee's cost for the renewal term beginning on the day following the Renewal Date.

- 5.3. If the Renewal Date is not also a Rent Review Date, then the Annual Rent payable from the beginning of each renewal term will be the current market rent of the Premises determined in accordance with clause 4.

6. HOLDING OVER

- 6.1. If, other than under a renewal of this Lease or the grant of a further lease, Council permits the Lessee to remain in occupation of the Premises after the end or earlier termination of the Term, the Lessee will occupy the Premises pursuant to a periodic tenancy that may be terminated in accordance with section 210 of the Property Law Act 2007 and any amendment thereto. To the extent that they are applicable to periodic tenancies all other matters set out herein and implied by law will continue to apply between the parties.

7. MAINTENANCE

- 7.1. The Lessee will at all times maintain, repair, redecorate, replace, renew and keep the Lessee's Improvements together with all conveniences, amenities and appurtenances relating thereto in good and substantial repair, order and condition in all respects and in the same condition as at the time of erection or installation of the same (excluding fair wear and tear). The Lessee shall from time to time replace or renew any of the Lessee's Improvements and the said conveniences, amenities and appurtenances to ensure such state of good and substantial repair, order and condition. In the event of any part of the Lessee's Improvements having been replaced or renewed during the Term then the Lessee shall maintain the same in the same condition as at the date of such replacement or renewal (excluding fair wear and tear).

- 7.2. The Lessee must throughout the Term:

(a) keep the Premises clean and tidy;

- (b) regularly remove all rubbish and waste from the Premises;
- (c) replace all broken glass on the Premises;
- (d) prevent and exterminate any pest infestation on the Premises;
- (e) maintain in a good and useable condition any septic tank on the Premises and not less than every five (5) years ensure that any septic tank is pumped out and provide evidence of such to Council; and
- (f) maintain and repair in a good and useable condition all drains, ditches, water, gas, electricity, telephones, pipes and conduits and all other utilities on or servicing the Premises.

7.3. Council reserves the right to repair, maintain and upgrade all existing drainage pipes or other drainage works on the Premises provided that the Lessee remains liable to maintain the drains and ditches as provided in clause 7.2(f).

7.4. The Lessee's obligations under clause 7.1 do not apply to damage caused by fire, flood, earthquake, earth subsidence, storm, tempest, act of God or inevitable accident unless the Lessee's act or omission has caused insurance proceeds to be unavailable which, but for the act or omission, would have been available towards the cost of making good the damage.

8. CAPACITY

8.1. For the avoidance of doubt, the Lessee acknowledges that this Lease is entered into by Council, in its capacity as lessor of the Premises and not as regulatory authority. The two roles of Waimakariri District Council are different, and any consent or approval given by Waimakariri District Council in relation to this Lease in its capacity as lessor of the Premises under this Lease does not waive or imply Waimakariri District Council's consent or approval in its capacity as regulatory authority.

9. LESSEE'S USE OF PREMISES

9.1. Subject to this clause 9, the Lessee must only use the Premises for the Permitted Use.

9.2. The Lessee must:

- (a) not carry on any noxious, noisy or offensive business or activity in or about the Land or do anything which is or may become a nuisance or annoyance to any person, but the carrying on of the Permitted Use by the Lessee in a reasonable manner will not of itself be a breach of this clause;
- (b) not affix any signs without the prior written consent of Council;
- (c) keep the Premises clean, tidy, and free of all waste, rubbish, pest infestations, noxious weeds and noxious vermin;
- (d) ensure the Premises and Improvements are used only for the Permitted Use and not for any storage of any materials or any vehicles outside any Building;
- (e) not permit, allow or suffer the Premises and Improvements being used for the

purposes of accommodation;

- (f) not cause any contamination of the Premises and must rectify to Council's reasonable satisfaction any contamination of the Premises arising after the Commencement Date;
- (g) not obstruct access ways or common areas and parking is to be in nominated areas only;
- (h) not cut, damage or remove existing trees or shrubs, or plant any new trees or shrubs without the consent of Council;
- (i) not permit, allow or suffer the storage of any flammable products or hazardous materials on the Premises that would contravene the Hazardous Substances and New Organisms Act 1996 except with the prior written approval of Council, but in any event, only where the Lessee takes all reasonable steps to ensure that such materials are stored safely;
- (j) not do anything which is or may become a breach of any duty imposed on any person by the Resource Management Act 1991;
- (k) not do anything which is or may become a breach of any duty imposed on any person by the HSW Act; and
- (l) comply in all respects with all acts, bylaws, regulations, rules and requisitions relating to the Premises and the Lessee's use of the Premises.

9.3. The Lessee will at all times observe and comply in all respects with all statutes, ordinances, regulations, rules, requisitions, bylaws or other enactments and any common law obligations affecting the Premises or relating to the use of the Premises and/or the Lessee's Improvements and with all requirements of any Authority and will keep Council indemnified from and against all actions, claims, demands, losses, damages, costs and expenses arising out of any non-compliance by the Lessee.

9.4. The Lessee will perform and observe the obligations of Council in connection with any easement of any kind for the time being affecting the Premises (whether as benefited land or burdened land) including the carrying out, effecting or contributing to any works, repairs or maintenance.

9.5. The Lessee warrants and undertakes that the Lessee:

- (a) will at its cost keep and maintain all fences, gates, drains and other improvements erected on the Premises as at the date of this Lease (if any) in good order and condition (damage by fire, earthquake or other inevitable accident excepted) and shall not seek any contribution to fencing costs from Council and will permit Council or their agents, employees, and contractors at all reasonable times to enter upon the Premises for the purpose of viewing the state of or repairing, maintaining or improving the condition of the improvements (if any) thereon;
- (b) will not erect any additional fences, gates, drains or other improvements on the Premises without the prior written approval of Council;

- (c) will not at any time undertake anything on the Premises or cause or allow any act on the Premises which shall be a disturbance, nuisance or annoyance to Council or the occupiers or owners of adjoining land or cause contamination of the Land, the Premises or adjoining land;
- (d) will at all times keep the Premises free of all noxious weeds, plants and vermin and at the Lessee's own expense do all things necessary to comply with the provisions and requirements of the Biosecurity Act 1993 without being entitled to any compensation in respect thereof;
- (e) shall not fell, remove, trim or damage any trees or remove any exotic non pest hedges or vegetation on the Premises unless the prior written approval of Council has been obtained;
- (f) shall not adversely impact existing overland flow paths or water channels;
- (g) will comply with all relevant statutory and common law obligations, regulations and bylaws affecting the Lessee's use of the Premises including but not limited to:
 - (i) complying with all legislation, regulations and bylaws in relation to water quality protection and standards including, without limitation, The National Policy Statement for Freshwater 2020, National Environmental Standards for Freshwater, stock exclusion regulations under section 360 of the Resource Management Act 1991, and the rules and bylaws of any relevant Authority;
 - (ii) complying with all obligations under the Animal Welfare Act 1999 (and any other relevant and/or replacement legislation and regulations) and ensure the physical, health and behavioural needs of all animals on the Premises are met in accordance with good farming practice; and
 - (iii) complying with all legislation, regulations and bylaws in relation to health and safety, (including but not limited to compliance with the health and safety obligations under clause 24),

and will (to the maximum extent permitted by law) indemnify Council for any loss, claim, complaint, liability, cost, penalty or award of damages Council may suffer as a consequence of the Lessee's failure to so comply with any of the obligations in this clause;
- (h) will at the Lessee's cost, obtain and comply with all resource consents, permits and other planning approvals and licences and permissions required for the Lessee's use of the Premises;
- (i) shall comply with all requirements recorded in any tender (if any) for this Lease;
- (j) shall at their own cost keep the Premises and Council's Improvements free from damage or rubbish, and must at Council's option either promptly repair any damage caused by them or any person using the Premises under this Lease or compensate Council for such damage and any associated repair costs;

- (k) shall not remove any Council's Improvements (if any) owned by Council from the Premises and shall at Council's option either replace any damaged or lost Council Improvements with others of like value or compensate Council for such damage and any associated repair or replacement costs;
- (l) shall notify Council as soon as practicable, of any hazards arising upon the Premises identified by the Lessee, its agents, contractors, guests, tenants or invitees;
- (m) shall notify Council if any damage occurs to the Premises or any injury or harm occurs to any person on the Premises, of the details of the damage, injury, or harm, and, to the best of the Lessee's knowledge, details of how it occurred as soon as practicable after the Lessee becomes aware of such damage;
- (n) shall not do anything upon the Premises which may prejudice, or invalidate any insurance policy held by Council, nor, except with Council's prior written approval, do anything on the Premises that would cause the premium of any insurance policy held by Council in respect of the Premises to be likely to increase. The Lessee must pay on demand all extra premiums payable due to any breach of this clause;

9.6. The Lessee shall at all times at the Lessee's own expense without being entitled to any compensation in respect thereof do all things necessary to:

- (a) eradicate from the Premises all declared plant pests under the Environment Canterbury, Canterbury Regional Pest Management Plan as current from time to time; and
- (b) control on and eradicate from the Premises all declared animal pests and animal "Organisms of Interest" under the Environment Canterbury, Canterbury Regional Pest Management Plan as current from time to time,

in accordance with industry best practices and standards and Environment Canterbury approvals and recommendations.

9.7. The natural vegetation of New Zealand is unique and diverse in keeping with its isolation from other lands. Within the Waimakariri District are areas of indigenous vegetation which include (but are not limited to) specimens of Kanuka, Matagouri, Cassina, Pommaderris, Native Broom, Red Tussock, Silver Tussock, Cabbage Tree, Toetoe, Carex, and Cop Intertexta. These plants are the last remains of this type of vegetation that once used to cover the Canterbury Plains and therefore are considered to be of high importance. Where this vegetation is encountered by the Lessee in the course of this Lease, the Lessee shall protect this vegetation from any damage occurring as a result of the Lessee's use of the Premises and, in particular, the Lessee shall not remove or disturb naturally occurring indigenous vegetation, without obtaining prior written approval from Council.

10. DEVELOPMENT OF THE PREMISES

10.1. The Lessee must pay Council's reasonable costs of any request for consent under this clause (including Council's legal costs), whether or not consent is given.

10.2. The Lessee shall not make any alteration or addition to the Premises including, without limitation, placing, erecting or constructing any building or structure (including, without

- limitation, any portable or movable thing including, without limitation, a trailer or vehicle which has the characteristic of or may be used as a building or structure for example a portable shed or dwelling or container) without Council's prior written approval which may be given or withheld at Council's absolute discretion.
- 10.3. Without limitation to clauses 9 and 10.2, the Lessee shall be responsible for notifying any relevant Authority prior to the commencement of any work on the Premises that would require a consent, and shall comply with any additional requirements imposed by that Authority.
- 10.4. Should any services be required to be supported or relocated, then the Lessee shall liaise with the appropriate Authority to gain approval, and shall comply with all instructions issued by the relevant Authority.
- 10.5. Where other existing services are disrupted or damaged in any way by the operations of the Lessee, they shall be repaired and reinstated to the satisfaction of Council and the relevant Authorities, entirely at the expense of the Lessee, including the cost of any supervision and/or inspections.
- 10.6. The Lessee shall ensure the adequate protection from disturbance of all benchmarks and survey marks unless indicated otherwise by Council.
- 10.7. If Council does consent to any alterations or additions to the Premises ("**Lessee's Works**"):
 - (a) Council's consent under this Lease is in Waimakariri District Council's capacity as lessor of the Premises and the Lessee must still obtain any consents required from Waimakariri District Council in its capacity as the local authority;
 - (b) the Lessee must submit a programme for completion of the Lessee's Works which is acceptable to Council and addresses:
 - (i) traffic management plans;
 - (ii) road closures;
 - (iii) on site health and safety; and
 - (iv) such other matters as are appropriate given the nature of the Lessee's Works.
 - (c) The Lessee must use suitably qualified persons to carry out the Lessee's Works and ensure that the Lessee's Works are completed to a good and workmanlike standard to the reasonable satisfaction of Council and in compliance with all laws, regulations and relevant building standards.

11. ASSIGNMENT AND SUBLEASING

- 11.1. The Lessee may with Council's prior written consent:
- (a) assign the Lessee's interest in this Lease; or
 - (b) sublease all or part of the Premises.

11.2. Without limiting the grounds on which Council may withhold consent under clause 11.1, Council may, as a condition of any consent, require prior compliance with the following conditions:

- (a) the Lessee must prove to Council's reasonable satisfaction that the proposed assignee or sublessee is responsible and, in the case of an assignment, of sound financial standing including provision of credit checks as reasonably required by Council;
- (b) the Lessee must have performed all of the Lessee's obligations under this Lease up to the date of the proposed assignment or grant of the sublease;
- (c) Council shall (at Council's absolute discretion) be entitled to approve the form and content of the documentation necessary to give effect to the assignment or sublease;
- (d) in the case of an assignment, the assignee must sign a deed of covenant with Council (in the form reasonably required by Council) agreeing to perform the Lessee's obligations under this Lease but without releasing the assignor or any other person from liability under this Lease; and
- (e) in the case of an assignment to a company, the shares in which are not listed on the New Zealand Stock Exchange, Council may require the assignee's directors and shareholders to guarantee the assignee's obligations under the deed of covenant signed by the assignee.

11.3. The Lessee must pay Council's reasonable costs for any consent or application for consent under this clause (including Council's legal costs) and the costs of investigating the suitability of the proposed assignee or sublessee.

11.4. If the Lessee or the Lessee's holding company is a company not listed on the New Zealand Stock Exchange, any:

- (a) change in the legal or beneficial ownership of any of the Lessee's shares; or
- (b) issue of new capital,

which results in a change in the Lessee's effective control or management will be treated as an assignment of this Lease requiring Council's prior written consent. The persons acquiring effective control of the Lessee or the Lessee's holding company (as the case may be) as a result of that change will be treated as the assignees.

11.5. Council must act reasonably when considering any application under this clause 11 and must provide a response within thirty (30) Working Days after the provision of all required information.

12. COUNCIL'S RIGHTS OF ENTRY

12.1. Council and/or Council's agents, employees or contractors may, with all necessary materials and equipment at all reasonable times and on reasonable notice (but at any time without notice in the case of an emergency), enter upon the Premises to view the condition thereof or to confirm the Lessee's compliance with the terms of this Lease (including but not limited to compliance with the health and safety obligations under

clause 24) and the following provisions shall apply:

- (a) Council may give notice in writing to the Lessee specifying any defects and breaches of covenant for which the Lessee may be liable;
- (b) the Lessee shall within such reasonable time as shall be specified in such notice make good such defects and breaches of covenant for which the Lessee is liable; and
- (c) if the Lessee shall fail to comply with such notice within the time specified Council may, at its option and without prejudice to any other rights, powers or remedies take such steps, expend such moneys and do such other acts and things as Council shall consider necessary to make good such failure and any moneys expended by Council in so doing, together with interest thereon at the Default Interest Rate computed from the time or respective times of such moneys being actually expended by Council until actual payment thereof by the Lessee to Council, shall be payable on demand by the Lessee to Council as if the same were rent in arrears payable by the Lessee.

13. INSURANCE

13.1. The Lessee must at all times during the Term:

- (a) insure and keep the Lessee's Improvements insured in the joint names of Council and the Lessee for their respective rights and interests to their full insurable value against loss, damage or destruction resulting from fire, earthquake, storm, tempest and aircraft impact and any other risks which Council reasonably requires to be insured against; and
- (b) pay the premium for the insurance taken out under clause 13.1(a) when due.

13.2. The Lessee must throughout the Term keep current a public risk insurance policy applicable to the Premises and the business carried on, in, or from the Premises for:

- (a) the amount specified in the Particulars of Lease (being the amount which may be paid out arising from any single accident or event) which shall extend to the Lessee's employees, contractors and agents; or
- (b) any increased amount that Council reasonably requires.

13.3. The Lessee must provide Council with certificates of currency evidencing insurance in accordance with clause 13.2 so that Council always holds a certificate of currency showing that the required insurance is currently maintained.

14. DAMAGE OR DESTRUCTION

14.1. In the event of the whole or part of the Lessee's Improvements being destroyed or materially damaged then provided:

- (a) the Lessee is not prevented by any act, ordinance, regulation or bylaw then in force from so doing;
- (b) the Lessee is able to obtain all planning permission, permits and consents

necessary to execute such repairs or reinstatement or rebuilding; and

- (c) the Lease is not frustrated or the repairs or reinstatement or rebuilding prevented for any other reason beyond the control of the Lessee,

the Lessee shall as soon as reasonably practicable but not later than nine (9) months after:

- (d) the event; or
- (e) if the Lessee holds insurance in relation to the Premises and makes a claim against such insurance policy within one (1) month after:
 - (i) receipt of payment from the Lessee's insurer in relation to the claim; or
 - (ii) receipt of notification from the Lessee's insurer that the insurer will not pay out in relation to the claim,

repair and reinstate the Lessee's Improvements substantially in accordance with its original design or such other design as Council may approve.

14.2. The obligations of the Lessee pursuant to clause 14.1 shall not be limited to the insurance moneys available. To the extent that the same shall be insufficient the Lessee shall be obliged to carry out such repairs or reinstatement from the Lessee's own moneys.

14.3. If the Lessee is prevented from repairing or reinstating the Premises after the Lessee's Improvements have been destroyed or materially damaged, this Lease may be terminated at the option of either party by one (1) month's notice in writing to the other party and clause 15 shall apply.

14.4. In the event of any destruction or damage to the Premises or any Lessee's Improvements on the Premises or any other chattels or fixtures whatsoever in or on the Premises the Lessee or anyone claiming under the Lessee shall not be entitled to any compensation or payment whatsoever from Council.

15. LESSEE'S IMPROVEMENTS UPON TERMINATION

15.1. Notwithstanding any other term of this Lease, if this Lease is not renewed, expires or is terminated (for any reason whatsoever), Council will have the right to elect, in its sole and absolute discretion, one of the following options:

- (a) **Option 1:** require the Lessee to remove the Lessee's Improvements from the Premises in accordance with clause 15.2; or
- (b) **Option 2:** the Lessee's Improvements will immediately and absolutely revert to Council free from any payment or compensation to the Lessee whatsoever.

15.2. If Council elects the option under clause 15.1(a), the following provisions will apply:

- (a) the Lessee must remove all the Lessee's Improvements from the Premises to the entire satisfaction of Council (to be certified in writing) as soon as reasonably practicable and in any event by the date which is six (6) months after the date of Council's election under clause 15.1;

- (b) the Lessee must reinstate any damage to the Premises caused by the installation of the Lessee's Improvements or by the removal of the Lessee's Improvements under this clause 15;
- (c) the Lessee must leave the Premises in a clean and tidy condition to Council's reasonable satisfaction, including but not limited to:
 - (i) removal of any chattels brought onto the Premises by or through the Lessee; and
 - (ii) free of any hazardous or undesirable substances deposited on or in the Premises by or through the Lessee;
- (d) if the Lessee fails to remove some or all the Lessee's Improvements within the timeframe prescribed in clause 15.2(a), then:
 - (i) the Lessee's Improvements remaining on the Premises shall absolutely revert to Council free from any payment or compensation whatsoever; and
 - (ii) the Lessee will be liable for all costs associated with demolition of any Buildings owned by the Lessee, removing all other Lessee's Improvements and clearing all rubbish and debris; and
- (e) the Lessee must continue to pay the Annual Rent and comply with its obligations under this Lease until the removal of the Lessee's Improvements has been satisfactorily completed.

16. INDEMNITY

- 16.1. The Lessee indemnifies Council against all actions, proceedings, calls, claims, demands, losses, damages, costs, expenses or liabilities of any kind suffered or incurred by Council resulting from the Lessee's acts or omission, except where section 268 of the Property Law Act 2007 applies.
- 16.2. The Lessee agrees to occupy and use the Premises at the Lessee's risk and hereby releases Council from all claims and demands of any kind and from all liability which may arise in respect of any accident, damage or injury occurring to the Lessee or any other person or any property in or about the Premises or access to the Premises.

17. ESSENTIAL TERMS

- 17.1. The Lessee's breach of the following terms is a breach of an essential term of this Lease:
 - (a) the covenant to pay the Annual Rent or other money payable by the Lessee under this Lease;
 - (b) the terms dealing with assignment and subleasing; or
 - (c) the terms restricting the use of the Premises.
- 17.2. Council's acceptance of any arrears of the Annual Rent or other money payable under this Lease is not a waiver of the essential obligation to pay any other rent or money payable

under this Lease.

- 17.3. The Lessee must compensate Council for any breach of an essential term of this Lease. Council may recover damages (including all costs incurred by Council) from the Lessee for those breaches. Council's entitlement to compensation under this clause is in addition to any other remedy or entitlement of Council (including the right to terminate this Lease).

18. COMPENSATION

- 18.1. If any act or omission of the Lessee:

- (a) is a repudiation of this Lease or of the Lessee's obligations under this Lease; or
- (b) is a breach of any of the Lessee's obligations under this Lease;

the Lessee must compensate Council for the loss or damage suffered by reason of the repudiation or breach during the whole of the Term.

- 18.2. Council's entitlement to recover damages will not be affected or limited by:

- (a) the Lessee abandoning or vacating the Premises;
- (b) Council electing to re-enter or to terminate this Lease;
- (c) Council accepting the Lessee's repudiation; or
- (d) the parties' conduct constituting a surrender by operation of law.

- 18.3. Council may bring legal proceedings against the Lessee claiming damages for the entire Term including the periods before and after:

- (a) the Lessee has vacated the Premises; and
- (b) the abandonment, termination, repudiation, acceptance of repudiation or surrender by operation of law referred to in clause 18.2,

whether the proceedings are instituted before or after that conduct.

- 18.4. If the Lessee vacates the Premises, with or without Council's consent, Council must take reasonable steps to:

- (a) mitigate Council's damages; and
- (b) endeavour to lease the Premises at a reasonable rent and on reasonable terms.

- 18.5. Council's entitlement to damages will be assessed on the basis that Council should have observed the obligation to mitigate damages as set out in clause 18.4. Council's conduct in pursuance of the duty to mitigate damages will not by itself constitute acceptance of the Lessee's breach or repudiation, or a surrender by operation of law.

19. DEFAULT

- 19.1. If the Lessee fails to perform or observe any of the terms of this Lease, then Council may without prejudice to any of Council's other rights or remedies at law or in equity sue the

Lessee for specific performance or cancel this Lease by immediately re-entering the Premises, provided that Council has first observed the requirements of sections 243 to 264 of the Property Law Act 2007 (where it is required by law to do so).

- 19.2. It shall be an act of default under this Lease if the Lessee:
- (a) being a natural person:
 - (i) is declared bankrupt or insolvent according to law; or
 - (ii) assigns his or her estate or enters into a deed of arrangement for the benefit of creditors; or
 - (b) being a company:
 - (i) is or is deemed to be unable to pay the Lessee's debts under section 287 of the Companies Act 1993;
 - (ii) goes into liquidation (other than voluntary liquidation for the purpose of reconstruction or amalgamation approved in writing by Council);
 - (iii) is wound up or dissolved;
 - (iv) enters into voluntary administration or any assignment or other compromise or scheme of arrangement with the Lessee's creditors or any class of the Lessee's creditors; or
 - (v) has a receiver, manager or receiver and manager appointed relating to any of the Lessee's assets.
- 19.3. The Lessee hereby irrevocably appoints Council to be the true and lawful Attorney of the Lessee to act at any time after the power to re-enter contained in this Lease shall have become exercisable or shall have been exercised (sufficient proof whereof shall be the statutory declaration of Council to execute and sign a transfer or a surrender of this Lease and to procure the same to be registered (if necessary)) and for this purpose to use the name of the Lessee and generally to do, execute and perform any act, deed, matter or thing relative to the Premises as fully and effectually as the Lessee could do in and about the Premises and confirm all and whatsoever the said Attorney or Attorneys shall lawfully do or cause to be done in and about the Premises.
- 19.4. Without prejudice to the other rights, powers and remedies of Council, Council may elect to remedy at any time without notice any default by the Lessee under this Lease and whenever Council so elects all costs and expenses incurred by Council (including legal costs and expenses) in remedying such default shall be paid by the Lessee to Council immediately on demand.
- 19.5. The Lessee shall compensate Council and Council shall be entitled to recover damages for any loss or damage suffered by reason of any acts or omissions of the Lessee constituting a repudiation of the Lease or the Lessee's obligations under the Lease. Such entitlement shall subsist notwithstanding any determination of the Lease and shall be in addition to any other right or remedy which Council may have.

20. DEFAULT INTEREST

20.1. If the Lessee fails to pay any instalment of the Annual Rent or any other money payable under this Lease for ten (10) Working Days after:

- (a) the due date for payment; or
- (b) the date of Council's demand, if there is no due date,

then the Lessee must on demand pay interest at the Default Interest Rate on the money unpaid from the due date or the date of Council's demand (as the case may be) down to the date of payment.

21. RESOLUTION OF DISPUTES

21.1. The parties must use reasonable endeavours to resolve any dispute, difference or question arising between the parties about:

- (a) the interpretation of this Lease;
- (b) anything contained in or arising out of this Lease;
- (c) the rights, liabilities or duties of Council or Lessee; or
- (d) any other matter touching on the relationship of Council and the Lessee under this Lease (including claims in tort as well as in contract),

by good faith negotiations between the parties and failing resolution being achieved then by mediation between the parties and failing resolution being achieved such dispute, difference or question will be referred to the arbitration of a single arbitrator under the Arbitration Act 1996.

21.2. The parties must try to agree on the arbitrator. If they cannot agree, either or both Council and the Lessee may at any time make application to the Arbitrators' and Mediators' Institute of New Zealand Inc. for the appointment of an arbitrator.

21.3. The parties must go to arbitration under this section before they can begin any action at law (other than an application for injunctive relief).

22. NOTICES

22.1. Any notice or document required or authorised to be delivered or served under this Lease may be delivered or served:

- (a) in any manner prescribed in Part 7 of the Property Law Act 2007 for the type of notice being served; or
- (b) by email where permitted by the Property Law Act 2007 for a notice of its type.

22.2. Any notice or other document will be treated as delivered or served and received by the other party:

- (a) on personal delivery;

- (b) three days after being posted by prepaid registered post; or
- (c) if sent by email, on the sender's receipt of an email message indicating that the email has been opened by the recipient.

22.3. Any notice or document to be delivered or served under this Lease must be in writing and maybe signed by:

- (a) any attorney, officer, employee or solicitor for the party serving or giving the notice; or
- (b) the party serving the notice or any other person authorised by that party.

23. COSTS

23.1. The Lessee must pay to Council on demand:

- (a) the reasonable legal costs for the negotiation, preparation and execution of this Lease and of any renewal, extension or variation of this Lease; and
- (b) all costs, charges and expenses for which Council becomes liable as a result of the Lessee's breach of any of the terms of this Lease.

24. HEALTH AND SAFETY

24.1. The Lessee shall abide by all relevant statutory and common law obligations of Council, and shall not of itself do, nor shall it permit or suffer to be done, any act that comprises a breach of such obligations. The Lessee shall comply with all relevant legislation and regulations directly or indirectly relating to or touching upon its use or occupation of the Premises, including without derogating from the generality of the foregoing compliance with the provisions of the relevant District Plan, the Building Act 2004, the HSW Act and including any consequent amendments and enactments passed in substitution.

24.2. The Lessee will do all things necessary as the occupier of the Premises to comply with the HSW Act, including any consequent amendments and enactments passed in substitution thereof, including but not limited to:

- (a) comply with the relevant WorkSafe New Zealand guidelines and regulations and Council's Health and Safety Policy as published by Council from time to time;
- (b) take all steps reasonably practicable to ensure that any person in or on the Premises or in the vicinity of the Premises is not harmed by any Hazard arising in or on the Premises. "**Hazard**" shall have the same meaning as in the HSW Act;
- (c) develop, maintain and implement at all times during the Term a programme promoting health and safety of people in the Premises and a system of auditing such programme and shall upon written consent by Council provide reasonable details of the programme implemented by the Lessee; and
- (d) comply with any notice issued pursuant to subpart 3 of the HSW Act unless the work required by the notice would otherwise be work required by the provisions of this Lease to be undertaken by Council.

25. GST

25.1. The Lessee must pay to Council all GST payable on the Annual Rent and other money payable by the Lessee under this Lease. The Lessee must pay GST:

- (a) on the Annual Rent on each occasion when the Annual Rent falls due for payment; and
- (b) on any other money payable by the Lessee on demand.

25.2. If:

- (a) the Lessee fails to pay the Annual Rent or other money payable under this Lease (including GST); and
- (b) Council becomes liable to pay additional GST or penalty tax,

then the Lessee must pay the additional GST or penalty tax to Council on demand.

26. NO WARRANTY

26.1. Council does not in any way warrant that the Premises are or will remain suitable or adequate for the Permitted Use or any other approved use and to the full extent permitted by law all warranties as to suitability and to adequacy implied by law are expressly negated. Should any use of the Premises by the Lessee be permissible only with the consent of any Authority under or in pursuance of any statute, ordinance, regulation, bylaw or other enactment or order of Court then the Lessee shall obtain such consent at the sole cost and expense of the Lessee including but not limited to any costs of complying with any conditions of any such consent.

26.2. Council does not warrant that this Lease is in registrable form. The Lessee must not require registration of this Lease against the title to the Land or the Premises. The Lessee will not lodge a caveat over any of the Land or the Premises.

27. PUBLIC LIABILITY

27.1. The Lessee shall occupy the Premises at its own risk and Council shall not be liable for any accident, injury or damage suffered by or caused to any person or property arising out of or by reason of the actions or omissions of the Lessee.

27.2. The Lessee shall be wholly responsible for all damage to the Premises caused by the Lessee, its members, invitees, servants and workmen.

28. GENERAL

28.1. The covenants, conditions, agreements and restrictions implied in this Lease by the Property Law Act 2007 are hereby modified or negated to the extent that the same are inconsistent with or contradictory or repugnant to the covenants, conditions, agreements and restrictions contained in this Lease, but not otherwise.

28.2. To the extent permitted by law the application to this Lease of any moratorium or other law, act or regulation having the effect of extending the Term, reducing or postponing the payment of the Annual Rent or other moneys payable under this Lease or otherwise

affecting the operation of the terms of this Lease is expressly excluded and negated.

- 28.3. Where Council's consent or approval is required pursuant to any provision of this Lease, such consent or approval shall be required for each separate occasion notwithstanding any prior consent or approval obtained for the like purpose on a prior occasion and the Lessee shall pay for the reasonable legal and other expenses of Council in giving consent on each occasion.
- 28.4. No waiver by Council of any one breach of any covenant, obligation or provision contained or implied in this Lease shall operate as a waiver of another breach of the same or any other covenant, obligation or provision contained or implied in this Lease.
- 28.5. Nothing contained in this Lease shall be deemed or construed by the parties or by any third party as creating the relationship of partnership or of principal and agent or of joint venture between the parties, it being understood and agreed that neither the method of computation of the Annual Rent nor any other provision contained herein nor any acts of the parties shall be deemed to create any relationship between the parties other than the relationship of lessor and lessee upon the terms provided in this Lease.
- 28.6. If any term covenant or condition of this Lease or the application thereof to any person or circumstance shall be or become invalid or unenforceable the remaining terms conditions and covenants shall not be affected thereby.
- 28.7. The covenants, conditions, agreements and obligations of the parties in this Lease shall not merge with or be extinguished by the grant of any further or other lease but shall remain in full force and effect and operative according to their tenor.
- 28.8. This Lease constitutes the entire agreement between the parties in relation to this transaction and supersedes and extinguishes all prior agreements and understandings and all representations or warranties previously given.
- 28.9. Any obligation not to do anything shall be deemed to include an obligation not to suffer, permit or cause that thing to be done.
- 28.10. This Lease may be executed in any number of counterparts (including email copies), all of which, when taken together, will constitute one and the same instrument. A party may enter into this Lease by executing any counterpart.

SCHEDULE B
(The Plan)



WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-09-06 / 260220060531**REPORT TO:** WOODEND-SEFTON COMMUNITY BOARD**DATE OF MEETING:** 9 March 2026**AUTHOR(S):** Thea Kunkel, Governance Team Leader**SUBJECT:** Application to the Woodend-Sefton Community Board's 2025/26 Discretionary Grant Fund**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)

 General Manager


 Chief Executive
1 SUMMARY

1.1 The purpose of this report is to consider two applications for funding received from:

Name of Organisation	Purpose	Amount requested	Does the application comply with the Discretionary Grant Fund Criteria
Rangiora Boxing Club	Towards the cost of providing medical care for the athletes during the event	\$500	This application partially complies with the following Criteria: <ul style="list-style-type: none"> Only 20% of attendees are from the Woodend-Sefton Ward. The criteria require that grant funding be limited to projects primarily within the Board area or that benefit its residents.
Menzshed Pegasus Woodend Community Trust	Purchasing a portable compressor	\$489	This application complies with the Criteria.
Total:		\$989	

1.2 The current balance of the Woodend-Sefton Community Board's 2025/26 Discretionary Grant fund is \$7,455.

1.3 The Rangiora Boxing Club has submitted applications to all Waimakariri District Community Boards seeking funding of \$500 from each Board

Attachments:

- Application from the Rangiora Boxing Club (Trim: 260216027024).
- Application from the Menzshed Pegasus Woodend Community Trust (Trim: 260223061440).
- Spreadsheet showing the previous two years' grants.
- Board Discretionary Grant Funding Criteria for the 2025/26 financial year (Trim: 210603089821).

2 **RECOMMENDATION**

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 260220060531.
- (b) **Approves** a grant of \$..... to the Rangiora Boxing Club towards the cost of medical care for athletes during the South Island Golden Glove tournament.

OR

- (c) **Declines** a grant to the Rangiora Boxing Club.
- (d) **Approves** a grant of \$..... to the Menzshed Pegasus Woodend Community Trust towards the purchase of a portable compressor.

OR

- (e) **Declines** a grant to the Menzshed Pegasus Woodend Community Trust.

3 **BACKGROUND**

- 3.1 The **Rangiora Boxing Club** seeks funding towards the cost of medical care for athletes during the South Island Golden Gloves tournament. This application does not meet the following Board Discretionary Grant Funding Criteria:
 - (a) Only 20% of attendees are from the Woodend-Sefton area.
- 3.2 The **Menzshed Pegasus Woodend Community Trust** seeks funding towards the purchase of a portable compressor.
- 3.3 The current balance of the Woodend-Sefton Community Board's 2024/25 Discretionary Grant Fund is \$7,455.

4 **ISSUES AND OPTIONS**

Rangiora Boxing Club (RBC)

4.1 Information provided by the RBC:

- 4.1.1 The purpose of RBC is to provide a safe, inclusive, and supportive environment where children and young people can build physical fitness, discipline, and respect through boxing. The gym is committed to safeguarding the wellbeing of all participants by promoting positive behaviour, ensuring appropriate supervision, maintaining clear safety standards, and fostering a culture of respect. Through structured training and strong role modelling, RBC aims to empower young people to reach their potential while ensuring their physical, emotional, and social safety.
- 4.1.2 RBC has been selected to host the South Island Golden Gloves tournament, the largest boxing event in the region. The two-day tournament will feature approximately 90 to 100 bouts and, although hosted by RBC, will be held at the Kaiapoi Boxing Club, which provides a more suitable venue. The event offers athletes the opportunity to compete in a high-quality tournament that supports skill development, performance progression, and advancement within amateur boxing pathways

- 4.1.3 The funding requested will contribute to covering the cost of medical care for athletes throughout the event. The tournament is anticipated to benefit 48 young people, with participants expected to come from across the Waimakariri District. Approximately 20% of the participants would be from the Woodend–Sefton area, 60% from the Kaiapoi–Tuahiwi area, and 10% each from the Rangiora–Ashley and Oxford–Ohoka Wards. Hosting the tournament will strengthen RBC's capabilities, sustainability, and visibility, while also generating economic benefits for the Waimakariri District.
- 4.1.4 RBC is also pursuing sponsorship and has applied to the New Zealand Community Trust. The event is estimated to cost \$14,500, and RBC is seeking \$500 from each Community Board. This is the first funding request of its kind from a boxing club. Although RBC has not indicated whether the event would proceed without grant funding, its scale suggests it is likely to go ahead.

4.2 Council Evaluation:

- 4.2.1 The application partly complies with the Board's Discretionary Grant Application Criteria, as it is from a community-based group. The RBC's \$500 request is also within the specified \$750 limit per application.
- 4.2.2 The Board's Discretionary Grant Application Criteria also require that grant funding be limited to projects primarily within the Board area or benefiting the residents of the area. It should be taken into consideration that only approximately 20% of participants will be from the Woodend-Sefton area. Then again, the Board may wish to consider the significant economic benefit to the wider Waimakariri District from the anticipated large number of visitors and competitors attending the event.
- 4.2.3 The Rangiora Boxing Club has submitted applications to all Waimakariri District Community Boards seeking funding of \$500 from each Board.
- 4.2.4 This is the RBC's first time applying to the Board for funding.

Menzshed Pegasus Woodend Community Trust (the Shed)

4.3 Information provided by the Shed:

- 4.3.1 The Shed was established in November 2019 with an initial membership of ten and has since experienced steady growth. With support from the Woodend–Sefton Community Board and the Council, it relocated to a new facility on Gladstone Road. The Shed provides a welcoming space where men can connect, socialise, and contribute to community projects. It is now well established in the area, undertaking a wide range of initiatives, and is known as Advicekiwi Menzshed Pegasus Woodend in recognition of funding provided by AIA Vitality through Advicekiwi.
- 4.3.2 The Shed previously operated a donated large compressor that was stored in a locked outdoor cage. Following its theft, the Shed is seeking funding to purchase a portable replacement that can be securely stored indoors. A compressor is essential for efficiently cleaning machinery after each session, which takes place three mornings a week, and it reduces health and safety risks by removing the need for older members to kneel to clean under equipment. The high-pressure air supply is primarily used for cleaning machinery and power tools, and can also operate air-driven tools such as a nail gun. The Shed remains highly active in the Woodend–Sefton community, supporting local groups and providing a repair service.
- 4.3.3 The purchase of a new compressor will directly benefit the Shed's 30 members and will also provide wider value to the Woodend–Sefton community. Although the Shed is affiliated with Menzshed New Zealand, it operates independently. Menzshed New Zealand provides national representation, guidance, and support, but does not offer funding.

4.3.4 The Shed notes that its Projects Bank Account and term deposit total \$21,985; however, these funds are tagged for a planned building extension and were provided by COGS/Lotto specifically for that purpose. The only funds available for the compressor purchase are the \$1,091 held in the current account for general operating expenses.

4.4 Council Evaluation:

4.4.1 The application meets the Board's Discretionary Grant Application Criteria, as the requested funding is from a not-for-profit community-based group within the Board's area and would benefit residents in the area. The Shed's \$489 request is also within the specified \$750 limit per application.

4.4.2 The Shed has previously received the following Board funding, and the required Accountability forms were submitted:

Date	Project	Amount:
July 2020	Towards the purchase of a sander and belts	\$500
May 2023	Towards the purchase of tools and equipment	\$500
Total		\$1,000

4.5 The Board may approve or decline grants as per the grant guidelines.

4.6. **Implications for Community Wellbeing:**

There are social and cultural implications as supporting recreational initiatives encourages social interaction, reduces isolation, and improves physical activity, which in turn enhances mental and physical wellbeing.

4.7 The current balance of the Woodend-Sefton Community Board's 2025/26 Discretionary Grant fund is \$7,455. If the applications were granted, the balance would be \$6,466 for the rest of the 2025/26 financial year, which ends on 30 June 2026.

4.8 The Management Team has reviewed this report.

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**

No other groups or 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 will likely be affected by or interested in the report's subject, as sports and community activities provide opportunities for social interaction, improve mental wellbeing, and boost people's self-confidence.

6 OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1 **Financial Implications**

6.1.1 The Council's 2025/26 Annual Plan included a budget provision of \$6,980 for the Board to approve grants to community groups during the 2025/26 financial year (July 2025 to June 2026). There was a carry forward of \$2,875 from the 2024/25 financial year, resulting in a total of \$9,855 available for the 2025/26 financial year.

6.1.2 The current balance of the Woodend-Sefton Board's 2025/26 Discretionary Grant Fund is \$7,955. If both applications are granted, the balance would be \$6,466 for the remainder of the 2025/26 financial year.

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

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 associated with adopting and implementing the recommendations in this report.

6.4 **Health and Safety**

All health and safety-related issues will be the responsibility of the groups or organisations that have applied 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.

What happens now?

56

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

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. This information is required within 10 days of the Board decision.
- On receipt of this information payment will be processed to your organisation's bank account.

Groups applying for Board Discretionary Grants 2025/2026

Name of group: RangioraBoxing Club

Address: [REDACTED]

Contact person within organisation: [REDACTED]

Position within organisation: Manager

Contact phone number: [REDACTED]

Email: [REDACTED]

Describe your project or event and what the grant funding will specifically be used for. (Use additional pages if needed)

The South Island Golden Gloves is the largest amateur boxing tournament in the South Island, with both novice and open divisions, there's something for all levels - from those stepping into the ring for the first time to more experienced fighters chasing a title.

The tournament spans two action-packed days and three sessions, featuring approximately 90-100 bouts. It's an exciting spectacle open to the public, offering an up-close look at some of the South Island's most promising amateur talent.

Each year, a different club is chosen to host this prestigious event, and in 2026, the honour goes to Rangiora Boxing

What is the timeframe of the project/event date? 30/31 May 2026

Overall cost of project/event: \$14500

Amount requested: \$500

How many people will directly benefit from this project? 48

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 Adults Whole community/ward

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

Oxford-Ohoka 20% Rangiora-Ashley 20% Woodend-Sefton 20% Kaiapoi-Tuahiwi 40%

Other (please specify): _____

What are the direct benefit(s) to the participants? 57

Participation in the South Island Golden Gloves provides competitors with a range of direct sporting, personal, and developmental benefits. Firstly, the event offers athletes the opportunity to compete in a high-quality tournament against matched opponents from across the South Island. This level of competition supports skill development, performance improvement, and

What is the benefit(s) to your organisation?

Hosting the Golden Gloves provides significant benefits to Rangiora Boxing Club and supporting partner clubs, contributing to organisational sustainability, capability development, and regional profile. The event will be a major annual fundraiser for Rangiora Boxing Club, generating essential income to support ongoing club operations, equipment upgrades, coaching development, and youth participation programmes. This financial

What are the benefits, economic or otherwise, to the Woodend-Sefton community or wider district?

The event will attract competitors, officials, supporters, and spectators from outside the district, generating increased demand for local accommodation, hospitality, retail, transport, and services. Hosting a recognised sporting event also strengthens Waimakariri's reputation as a capable and attractive destination for future events. The Golden Gloves event will act as a focal point for community engagement, bringing together residents, visitors,

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.

Sponsorship from local business
Funding applied for from NZCT

What other Council funding sources have you applied to, or intend to apply to for funding this project and the amount applied for i.e other Community Boards, Annual or Long Term Plan, Community Grants and Enterprise North Canterbury.

Funding applied to Enterprise North Canterbury
Other community boards

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

If yes, please supply details:

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

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

- Enclosed Financial Information (*compulsory – your application cannot be processed without financial statements*)
- Bank Statement (*Bank Statements will remain confidential*)
- Supporting costs, quotes or event budgets
- 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 an 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: [REDACTED] _____

Date: 9/2/25 _____

Describe your project:

The South Island Golden Gloves is the largest amateur boxing tournament in the South Island, with both novice and open divisions, there's something for all levels – from those stepping into the ring for the first time to more experienced fighters chasing a title.

The tournament spans two action-packed days and three sessions, featuring approximately 90-100 bouts. It's an exciting spectacle open to the public, offering an up-close look at some of the South Island's most promising amateur talent.

Each year, a different club is chosen to host this prestigious event, and in 2026, the honour goes to Rangiora Boxing Club.

Direct Benefits

Participation in the South Island Golden Gloves provides competitors with a range of direct sporting, personal, and developmental benefits.

Firstly, the event offers athletes the opportunity to compete in a high-quality tournament against matched opponents from across the South Island. This level of competition supports skill development, performance improvement, and progression within the amateur boxing pathway.

Organizational Benefits

Hosting the Golden Gloves provides significant benefits to Rangiora Boxing Club and supporting partner clubs, contributing to organisational sustainability, capability development, and regional profile.

The event will be a major annual fundraiser for Rangiora Boxing Club, generating essential income to support ongoing club operations, equipment upgrades, coaching development, and youth participation programmes. This financial contribution is critical to the club's ability to remain accessible and sustainable.

Other Benefits

In addition, the tournament will highlight the Kaiapoi Boxing Club and its venue as a suitable and capable host location for regional sporting events. Successfully delivering the event at this venue will strengthen its reputation, support future event opportunities, and encourage greater use of local facilities.

The event will attract competitors, officials, supporters, and spectators from outside the district, generating increased demand for local accommodation, hospitality, retail, transport, and services. Hosting a recognised sporting event also strengthens Waimakariri's reputation as a capable and attractive destination for future events.

The Golden Gloves event will act as a focal point for community engagement, bringing together residents, visitors, sports clubs, volunteers, and local organisations. Sporting events provide shared experiences that foster social connection, inclusiveness, and community pride, helping to strengthen relationships across diverse groups within the district.

Boxing has strong appeal for rangatahi (young people) and provides positive role models, discipline, and pathways for personal development. Hosting this event locally will inspire increased participation in sport and physical activity, supporting positive lifestyle choices and helping to engage youth in constructive, community-based activities.

Hosting a prestigious amateur boxing event will reinforce Waimakariri's identity as a vibrant, active, and supportive community. Successfully delivering the event will generate local pride, celebrate community achievement, and showcase the district's facilities and organisational capability.

Dear Kay,

Thank you for your email, and I apologise for the oversight in my previous message.

The funding would be used to help cover the cost of medical cover for the event. The total cost for this is \$3,000, and without this essential cover, the event would not be able to proceed.

The medical team plays a critical role in ensuring the safety of our boxers. They are responsible for confirming that each participant is medically fit to compete and are positioned ringside to intervene immediately or stop a bout if they deem it medically unsafe. Due to the specialised nature of the event, there are only a small number of qualified medical professionals who are able to provide this level of cover.

Thank you for your consideration, and please let me know if you require any further information.

Thanks

██████████

Subject: Applications to the Community Boards Discretionary Grant Fund

Good Afternoon ██████████

Thank you for your applications to the Community Board's Discretionary Grant fund towards the South Islan Golden Gloves event in May which was received today.

The applications will be assessed and reports written to be presented to the March/April meetings. We will then be in touch to let you know the Boards decisions.

On a quick glance I notice that your application does not actually state that you are looking for funding to host the event. It also does not specify where the Board funding would be spent. You have included the proposed budget which is a good start and quotes received however the Boards would prefer that you specify that the funding being requested would go towards the hire of the ring or the of promotion. It would be appreciated if you could rectify this via an email which I would include with your application.

Also be aware that the Board's traditionally do not always support applications that have been sent to all four Boards, however may be willing to make an exception given the possible economic benefits for the district as a whole.

Proposed Budget – Golden Gloves Boxing Tournament

Expenditure

Expense Category	Description	Amount (NZD)
Venue Hire	Hall, ring space, setup/pack down	0.00
Ring Hire & Equipment	Ring, gloves, headgear, scales	\$500
Officials & Referees	Referees, judges, timekeepers	\$4,000
Medical Services	Ringside doctor, medics, first aid	\$2,500
Affiliation & Sanctioning	Boxing NZ / Canterbury Boxing Association fees	\$ 200
Travel & Accommodation	Officials / medical support	\$1,800
Event Operations	Security, cleaners, stewards	\$ 500
Marketing & Promotion	Posters, flyers, digital promotion	\$1,800
Trophies & Awards	Medals, trophies, certificates	\$1,000
Administration	Printing, stationery, registrations	\$500
Contingency	Unforeseen costs	\$1,500
Total Expenditure		\$14,300

Budget Summary

- **Total Expenditure:** \$14,300
- **Net Position:** \$0 (balanced budget)

Notes for Funders

- Rangiora Boxing Club operates on a **not-for-profit basis**, with significant volunteer contribution reducing overall costs.
- Any surplus generated will be reinvested into **club development, youth participation, and future community events**.

CANTERBURY BOXING ASSOCIATION
INCORPORATED



MAKING CHAMPIONS SINCE 1905

Canterbury Boxing
C/O Holly Sullivan
174 Huxley St
Sydenham
CHRISTCHURCH

QUOTE # 00002

15th October 2025

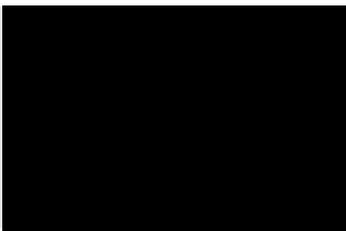
ATTN: [REDACTED] Rangiora Boxing Club

Find below quote for The South Island Golden Gloves 2026. 30th and 31st May 2026.

Ring Hire for affiliated clubs Includes use of: Gloves, Head Gear + Scales	\$400	
Permit	\$80	
	Payment to Canterbury Boxing	\$480
Trailer delivery and Removal Fee	\$65	Cash Payment Made Direct
Total cost:		\$545

Any questions please do not hesitate to contact me.

Yours sincerely,



Holly Sullivan
Secretary
Canterbury Boxing
canterburyboxingassociation@gmail.com



Wednesday, 11 February 2026

Quote Ref # 51798-1

Rangiora Boxing Club

Hi [REDACTED]

We have put together a quotation to produce and supply corflute signs as requested.

Corflute Sign (x1, 1830x1220mm)

Digitally print and supply a 5mm thick sponsors sign as discussed (x1, 1830x1220mm).

Your Investment: 150.00

Corflute Signs (x20, 900x600mm)

Digitally print and supply 3mm thick advertising signs as discussed (x20, 900x600mm).

Your Investment: 350.00

***Your Total Investment:* \$500.00**

All pricing excludes GST & freight/delivery. Prices quoted are valid for 30 days from date of quotation.

Jess, our team of trade's people are NZQA qualified and perform this kind of project to the highest possible industry and safety standards.

- Note 1 :** Expected turnaround time from acceptance of quotation, payment terms and receipt of artwork would be approx. 9-12 working days. This could be negotiated to meet a required timeframe.
- Note 2 :** Included in this quotation is the allowance for the provision of an initial design concept and one round of revisions. Any further revisions may require an additional charge.
- Note 3 :** Upon acceptance of quotation we will require a 50% deposit to be paid with the balance on completion, unless credit terms have been agreed upon prior.

If you have any questions or want to discuss this proposal further feel free to get in contact at any time.

continued on next page...

HortonSIGNS.

85 Ivory Street, Rangiora ■ P 03 377 2000 or 03 313 5846 ■ F 03 313 3161

www.hortonsigns.co.nz

Horton Signs is a division of Gerald Horton Signs Limited.

Members of:





The Riverstone ⁶⁴

18 Southbrook Road
Rangiora New Zealand
Tel: 03 313 1863
Reservations: 03 313 1863

Quotation

GST No. 126-660-413

Quote No.: 1424

Date: 30 Jan 2026

██████████
C/- Rangiora Boxing Club
Rangiora
New Zealand

Ref : Rangiora Boxing Club

Site	Description	Date In	Nights	Site Rate	Based On	Extras Rate	Guests	Total
17 2-	2-Bedroom Suite (Room No.	28 May 26	2	295.00	2		2	590.00
18	4-Bedroom Apartment	28 May 26	2	650.00	6		4	1,300.00

Payment Terms: On Arrival	GST Content	246.52	Subtotal	1,890.00
Total Guests 6	Total Unit Nights 4		Grand Total	1,890.00

per Night per Head per Head/Night
Cost 472.50 315.00 157.50

Deposit required 50% or 945.00 Bond and Deposit Payment 945.00
Bond per guest Balance Payment 945.00

Thank you for your inquiry, we appreciate you choosing to select us for your accommodation.

Acceptance

Quote No.: 1424 

I accept the above costings and agree to pay the non refundable booking deposit.

Signed (on behalf of ██████████)

Signed

Organiser Signature

For The Riverstone

Please find our quote for accommodation attached and note our terms and policies below

Availability: We have reserved these rooms and dates for your occupation; please confirm this group booking within 7 days with the payment of the deposit as below. If the reservation is not confirmed, we will release the rooms and they will be able to be booked by others

Payment: Payment can be made by Direct Credit (to the bank account below) prior to check-in, or by an eftpos transaction on arrival; we accept the following cards: EFTPOS (Debit), AMEX, VISA and MasterCard. Please note, there is a 1.5% transaction surcharge (5% for AMEX) for contactless payments using EFTPOS (Debit), VISA or MasterCard. If an EFTPOS (Debit) card is swiped through, or inserted into our EFTPOS terminal, then there is no card surcharge

The Riverstone accepts these cards and reserves the right to temporarily hold an amount against the total reservation cost prior to arrival. Although payment is not required at the time of booking, we do require valid credit card details to hold and secure your booking

Payment is processed on arrival, unless your booking is non-refundable, in which case your credit card may be charged at any time after your booking is confirmed

Please note, The Riverstone does not accept cheques as a form of payment

Deposit: For group bookings such as this one, we require a 50% deposit (non-refundable) with the acceptance/confirmation. Please pay the deposit into the following bank account

MCMT Ltd (CA & MC Dougan) The Riverstone: 38-9022-0512171-00

Payment of the balance: The remaining balance is payable on arrival

Cancellation Policy for Group Bookings: Once you confirm a reservation we guarantee your rooms are held for you; unable to be booked by any other party. Due to the nature of our business, cancellations affect us significantly as we may turn away other guests while holding your reservation. Our standard cancellation policy for a single room reservation is 7-days

For this reason, we apply the following policy should the entire group booking be cancelled / partially amended (based on a 3 pm check-in time on the arrival day):

For group bookings such as this one: at least 8 weeks' notice of cancellation is required with no penalty

A cancellation of your entire booking within 8 weeks to 4 weeks will lose the deposit paid

A cancellation of your entire booking within 4 weeks to 7 days, will require 75% of the total booking value to be paid

A cancellation of your entire booking made less than 7 days before check-in, will require 100% of the total booking value to be paid

We will consider individual room cancellations/ amendments on a case-by-case basis, as and when they arise, and we are advised of such

A request to reduce the length of your stay on an existing reservation may result in having the rate re-quoted or the reservation being reviewed for acceptance. Early termination of a booked term may not result in a refund, unless we are able to re-let the booked accommodation on the same terms

The Riverstone is not responsible for any personal, unforeseen circumstances, such as cancelled events, flights or ferry sailings, breakdowns, change of mind, illness, etc.

We strongly suggest that guests take out travel insurance in the event that you may need to cancel and/or reduce the length of your reservation with us, for any reason

Child, infant and porta-cot policy: For infants under 2 years, The Riverstone has porta-cots for hire, subject to availability. Due to fire regulations, there is no capacity for extra beds at this property

Andrew Bell Medical Ltd
 2/565 Manchester Street
 Christchurch 8014
 New Zealand

To: Rangiora Boxing Club

Attn: [REDACTED]

Invoice 0162
 12 October 2025

Description	Quantity	Unit Price	GST	Amount NZD
Medical Cover - South Island Golden Gloves	1.0	2608.70	391.30	3000.00
Total NZD				\$ 3,000.00

Please pay to:
 Andrew Bell Medical Limited
 2/565 Manchester Street
 Christchurch 8014

[REDACTED]

Internet Banking
 Please quote your invoice number when paying by Internet Banking

Bank:
 Account Name:
 Account Number:

ANZ
 Andrew Bell Medical Ltd.

[REDACTED]

Statement of Financial Performance

Rangiora Boxing Club Incorporated For the year ended 31 December 2025

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

	NOTES	2025	2024
Revenue			
Donations, koha, bequest and other fundraising	1	9,528	2,858
Grants received	1	29,500	38,500
Membership fees and subscriptions	1	24,006	18,051
Sale of goods or services	1	9,935	1,243
Other cash received	1	765	-
Total Revenue		73,734	60,652
Expenses			
Employee and volunteer related costs	2	10,719	25,251
Rental and utility costs	2	23,523	24,062
Costs related to sale goods or services	2	26,106	18,780
Other cash paid	2	21	36
Total Expenses		60,369	68,129
Surplus/(Deficit) for the Year		13,365	(7,478)

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Financial Position

Rangiora Boxing Club Incorporated As at 31 December 2025

'What the entity owns?' and 'What the entity owes?'

	NOTES	31 DEC 2025	31 DEC 2024
Assets			
Cash or cash equivalents	3	11,703	4,964
Other current assets	3	1,099	1,099
Property Plant Equipment	5	28,452	24,126
Total Assets		41,254	30,188
Liabilities			
Employee Costs Payable	4	-	2,300
Total Liabilities		-	2,300
Total Assets less Total Liabilities (Net Assets)		41,254	27,889
Accumulated Funds			
Accumulated surpluses or (deficits)	6	41,254	27,889
Total Accumulated Funds		41,254	27,889

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Cash Flows

Rangiora Boxing Club Incorporated For the year ended 31 December 2025

	2025	2024
Cash Flows from Operating Activities		
Operating receipts		
Donations, koha, bequests and other general fundraising activities	9,528	2,858
General grants	29,500	38,500
Membership fees and subscriptions	24,006	18,051
Other cash received	10,700	1,243
Total Operating receipts	73,734	60,652
Operating payments		
Employee remuneration and other related payments	(25,423)	(31,915)
Payments related to commercial activities	(40,988)	(33,748)
Other payments	(584)	(488)
Total Operating payments	(66,995)	(66,151)
Total Cash Flows from Operating Activities	6,740	(5,499)
Net Increase/(Decrease) in Cash	6,740	(5,499)
Bank Accounts and Cash		
Opening cash	4,964	10,463
Net change in cash for period	6,740	(5,499)
Closing cash	11,703	4,964

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

What happens now?

70

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

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. This information is required within 10 days of the Board decision.
- On receipt of this information payment will be processed to your organisation's bank account.

Groups applying for Board Discretionary Grants 2025/2026

Name of group: Menzshed Pegasus Woodend Community Trust

Address: [REDACTED]

Contact person within organisation: [REDACTED]

Position within organisation: Treasurer

Contact phone number: [REDACTED] Email: menzshedpegasuswoodend@gmail.com

Describe your project or event and what the grant funding will specifically be used for. (Use additional pages if needed)

We wish to purchase a Tooline AC1551OL compressor for our Menzshed. This is to replace the relatively new one (originally donated to us by a supporter) which was stolen from a locked cage outside our building at Gladstone Park on or about 12th February. We are seeking a more mobile unit that we could secure inside the building.

What is the timeframe of the project/event date? March/April 2026

Overall cost of project/event: \$489 Amount requested: 489

How many people will directly benefit from this project? 30

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 Adults Whole community/ward

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

Oxford-Ohoka _____% Rangiora-Ashley _____% Woodend-Sefton 100% Kaiapoi-Tuahiwī _____%

Other (please specify): _____

What are the direct benefit(s) to the participants? 71

The main benefit to members is that it simplifies the cleaning down process we have to go through every time the shed is open (3 mornings per week). In particular, from a health and safety viewpoint, it avoids the need for us older gentlemen from having to crawl around on ageing knees with a brush or a vacuum.

What is the benefit(s) to your organisation?

The immediate benefit is that a replacement compressor will restore a compressed air facility to our shed, after the recent theft of our existing unit. The high pressure air supply is used largely for cleaning down machinery and power tools. It can also be used for compressed air driven tools.

What are the benefits, economic or otherwise, to the Woodend-Sefton community or wider district?

Our Menzshed is very active in the Woodend-Sefton community supporting various groups with their projects, for example local schools and residents groups. In addition we provide a "repair shop" service to people in the community. We fill a gap in providing assistance for work which is usually too small to be of interest to local trades people

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?

We are members of Menzshed NZ but we, like all another sheds in New Zealand, are totally independent. Menzshed NZ provides national representation, assistance and guidance but not funding.

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.

This being a recent event, we have not fund raised specifically for the purchase. Our general fund raising would be looked to if no other source can be found. For example we recently had a stall at the "Pegasus Sunday Fun Day" as part of our ongoing fund raising activities.

What other Council funding sources have you applied to, or intend to apply to for funding this project and the amount applied for i.e other Community Boards, Annual or Long Term Plan, Community Grants and Enterprise North Canterbury.

None

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

If yes, please supply details:

If this application is declined, will this event/project still occur? ⁷² Yes No

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

We will have to fund the purchase from our general fund raising. This will result in less money available for our lafger building extension project and general operating costs. Note that while our "Projects" bank account shows a significant balance (\$6985) and we have a term deposit (\$15000), these funds are 100% committed to a current application to COGS/Lotto for our current building extension project. The only funds we have available for other expenditure are The \$1091 in our Current Account.

Enclosed Financial Information (*compulsory – your application cannot be processed without financial statements*)

Bank Statement (*Bank Statements will remain confidential*)

Supporting costs, quotes or event budgets

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 an 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: 22/02/26



menzshedpegasuswoodend@gmail.com

We would like to introduce you to the
Advicekiwi Menzshed Pegasus Woodend Community Trust.

The purpose of a MenzShed is to provide an environment for mainly older men from the surrounding area to come together to share their skills and enthusiasm to work on practical tasks for the benefit of each other and the community, and most importantly to have a laugh and enjoy each other's company (not to mention the tea break which is a priority).

Our Menzshed was set up in November 2019 operating from two temporary sites until in late 2021 when we moved into our new purpose built shed in Gladstone Park, Woodend. The new building was facilitated by a grant from Advicekiwi/AIA Vitality and the WDC who made the land available to us. We later received funding from the Community Organisation Grants Scheme and from the Rata Foundation which allowed us to fit out the building and site. We currently have a project in progress to expand our floor space so that we can cater for more members on site.

We have been able to set up an operational workshop and storage facilities funded through various grants for equipment and our own fund raising. We have over time received many donations of materials and equipment from local residents and businesses. We are now established in the community and have worked on a wide range of projects. We provide something of a "repair shop" service in the local area. We have been active in supporting a number of community projects and continue to do so. Most recently we helped out at the Summer Fun Day and we recently delivered custom made woodwork benches to both Woodend and Pegasus schools.

We appreciate the support we have received from the WDC since day one. They have provided the land we lease, letters of support when we have applied for funding and other assistance as required.

74
Tooline AC1551OL
50 Litre oilless compressor
No oil required



Mitre10: Price \$489.00 including GST

Specifications

Motor:	2.5 Horse power motor (1.5kW)
Tank size:	50 litres
Air delivery:	130 @ 90psi (Litres per minute)
Minimum pressure cut in:	80psi
Maximum pressure cut out:	116psi
Starting power required (Watts):	4300
Machine dimensions (L x W x H):	760x 360x 610

A light compressor perfect for quiet running conditions and clean air, suitable for spray or brush painting. Ideal for light to moderate loads and it comes with a 10amp plug.

MENZSHED[®]

Pegasus Woodend Community Trust

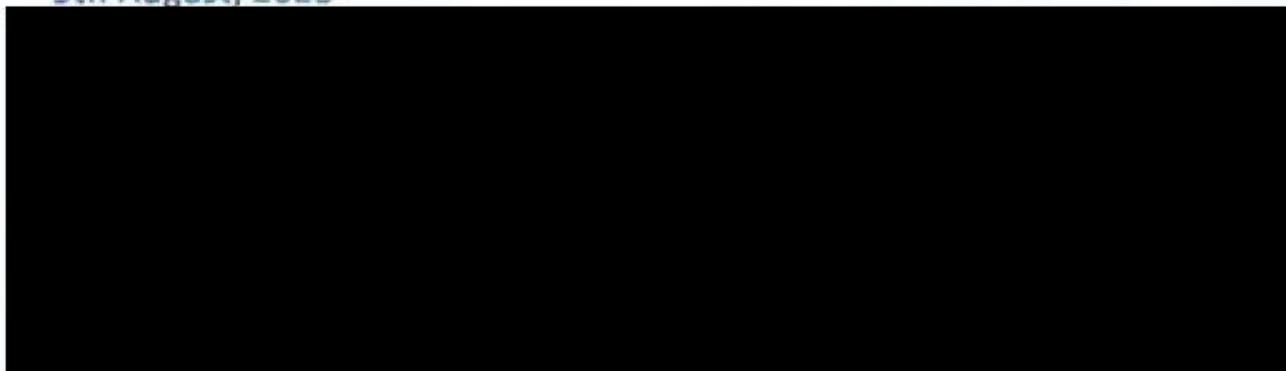
Charity Registration CC57419

Balance Sheet

2024 As at 30 June 2025

Assets	<u>Notes</u>	
1943 BNZ Bank Accounts - operating accounts		1292.43
8497 BNZ Bank Account - projects account		15442.37
0 Sundry debtors		510.00
10991 Workshop machinery	2	14839.38
2485 Workshop tools	2	2944.08
1160 Furniture	2	1571.94
83810 Buildings		84691.25
9084 Land development		9084.05
<u>117970 Total Assets:</u>		<u>130375.50</u>
Liabilities		
802 Tea money balance		783.12
<u>802 Total Liabilities:</u>		<u>783.12</u>
<u>117168 Net Assets</u>		<u>129592.38</u>
Equity		
10 Trust Capital		10.00
<u>Retained Earnings</u>		
108163 Balance at 01/07/2024		117157.73
1178 from Operations		2260.65
2617 from Lion Foundation and Casino	2	3464.00
5200 from Fund Raising	5	6700.00
<u>117158 Balance at 30/06/2025</u>		<u>129582.38</u>
<u>117168 Total Equity:</u>		<u>129592.38</u>

Certified as approved draft accounts by resolution of Trustees dated
5th August, 2025





Charity Registration CC57419

Income & Expenditure Account

2024 For the year ended 30 June 2025

	Notes		
Income			
10388 General Fund Raising		13375.44	
(5200) Less transferred to building fund	5	<u>6700.00</u>	6675.44
1339 Donations			1991.35
1000 COGS Grant - operating costs	4		1500.00
1425 Subscriptions			1525.00
273 Interest Received			<u>313.68</u>
<u>9225</u> Total Income:			<u>12005.47</u>
Expenses			
2771 Materials Purchased		4886.75	
1007 Consumable Materials		492.98	
519 Waste Disposal & Cleaning		675.49	
50 Advertising		0.00	
220 Health & Safety Expenses		224.87	
23 Rent		80.00	
61 Office Expenses		51.11	
534 Kitchen Expenses		694.50	
1656 Insurance		1751.08	
0 Memberships		25.00	
1006 Repairs & Maintenance		537.05	
170 Building Maintenance		0.00	
31 Vehicle Expenses		<u>325.99</u>	
<u>8047</u> Total Expenses:			9744.82
<u>1178</u> Excess of Income over Expenditure			<u>2260.65</u>



Charity Registration CC57419

Receipts & Payments Account

2024 For the year ended 30 June 2025

	Notes	Operating Account	Building Fund	Total Funds
6795 Funds at beginning of year		1943.00	8497.07	10440.07
<u>Funds received</u>				
1000 COGS Community grant	4	1500.00		1500.00
2617 Ray White/Kiwi Gaming grants	3	0.00		0.00
0 Lion Foundation grant	3	2214.00		2214.00
0 Casino grant		1250.00		1250.00
835 Donations		1334.85		1334.85
600 Membership Fees		1525.00		1525.00
10408 Funds Raised	5	6165.44	6700.00	12865.44
602 Tea money - net change		(18.98)		(18.98)
420 Debtor at 300623 paid		0.00		0.00
273 Interest Received		68.38	245.30	313.68
16755		14038.69	6945.30	20983.99
<u>Operating Costs</u>				
0 Menzshed NZ registration		25.00		25.00
50 Advertising		0.00		0.00
220 Health & Safety Expenses		224.87		224.87
1175 Repairs & Maintenance		537.05		537.05
1007 Consumables and disposable tools		492.98		492.98
2771 Materials & supplies		4886.75		4886.75
23 Rent		80.00		80.00
91 Administration expenses		89.11		89.11
519 Waste disposal		675.49		675.49
1656 Insurance		1751.08		1751.08
31 Vehicle expenses		325.99		325.99
7543		9088.32	0.00	9088.32
<u>Expenditure on equipment and new building</u>				
0 Container shelter materials		881.26		881.26
0 Makita Belt Sander		399.08		399.08
0 Gazebo		412.00		412.00
0 Nova Neptune Lathe		2845.80		2845.80
0 Hafco Pedestal Drill		730.40		730.40
301 Miscellaneous tools		332.40		332.40
961 Chisel Morticer & Poker Work Machine		0.00		0.00
1160 Infrared Heaters (x4)		0.00		0.00
2153 Mafell Duo Doweller		0.00		0.00
993 Makita Dropsaw		0.00		0.00
5567		5600.94	0.00	5600.94
10440 Funds at end of year		1292.43	15442.37	16734.80



Charity Registration CC57419

Cash Flow Statement

2024 For the year ended 30 June 2025

OPERATING ACTIVITIES

<u>1178</u>	Net Cash provided by Operating Activities	<u>2260.65</u>
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FINANCING ACTIVITIES

5200	Fund raising for building	6700.00
------	---------------------------	---------

2617	Grants for equipment	3464.00
------	----------------------	---------

(825)	Subscriptions paid in advance	0.00
-------	-------------------------------	------

420	Sundry Debtors	(510.00)
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<u>602</u>	Tea Money held separate	<u>(18.98)</u>
------------	-------------------------	----------------

<u>8014</u>		<u>9635.02</u>
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CAPITAL EXPENDITURE

5547	Purchase of machinery, tools & furniture	5600.94
------	--	---------

<u>5547</u>		<u>5600.94</u>
-------------	--	----------------

<u><u>3645</u></u>	Net Cash change for the Period	<u><u>6294.73</u></u>
--------------------	--------------------------------	-----------------------

6795	Cash at beginning of the period	10440.07
------	---------------------------------	----------

10440	Cash at end of the Period	16734.80
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Internet Banking for Business

Statement Report for 21 Feb 2026

Current Account - [REDACTED]						OPENING BALANCE	1,638.83 CR	
Name of Other Party	Type	Particulars	Code	Reference	Debit	Credit	Date	Balance
						CLOSING BALANCE	1,638.83 CR	



Internet Banking for Business

Statement Report for 21 Feb 2026

Projects Account - [REDACTED]						OPENING BALANCE	6,485.29 CR	
Name of Other Party	Type	Particulars	Code	Reference	Debit	Credit	Date	Balance
						CLOSING BALANCE	6,485.29 CR	

Term Deposit



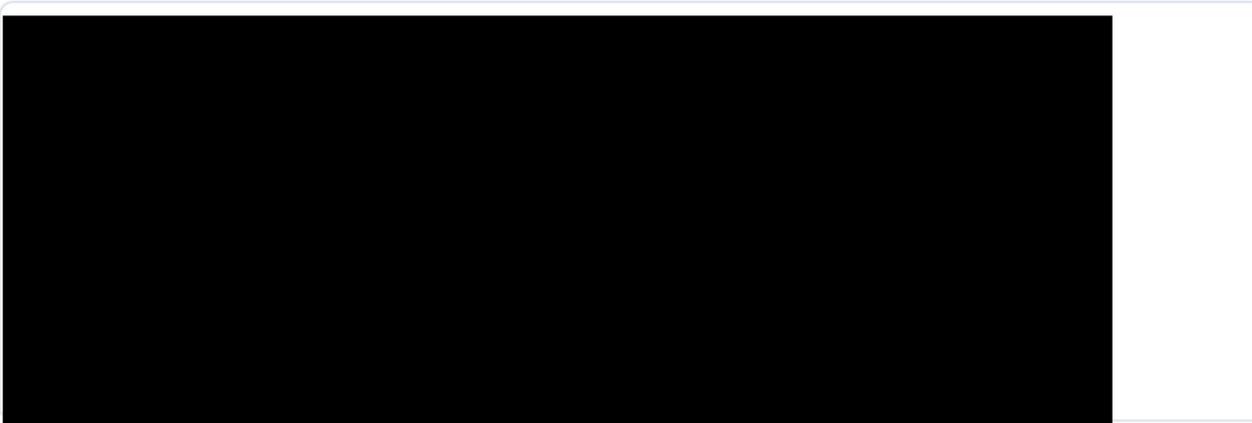
120 days at 3.00% p.a.

\$15,000.00

BALANCE

Matures on 27 Mar 2026

Your current term deposit



At maturity on 27 Mar 2026



Account details

Account type
Term Deposit



Spreadsheet Showing Woodend-Sefton Community Board Discretionary Grant for
the 2024/25 Financial Year

	Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
Woodend-Sefton Community Board 10.138.100.2410			(2024/25) \$6,830				\$6,830
	8-Jul	Woodend Spring Flower Show	Towards hall hire and insurance costs	4-Nov-24	\$1,000	\$500	\$6,330
	8-Jul	North Canterbury Pony Club	Towards cost of St John's services	18-Oct-24	\$500	\$200	\$6,130
	8-Jul	Hope Trust	Towards a projector and screen	31-Oct-24	\$705	\$705	\$5,425
	12-Aug	Oxford Community Trust	towards catering costs for Day Out event		\$750	Declined	\$5,425
	9-Sep	Sefton Netball Club	towards purchase of equipment	19-May-25	\$500	\$500	\$4,925
	9-Sep	Woodend Fire Brigade	Christmas Light Display	13-Feb-25	\$500	\$500	\$4,425
	9-Sep	North Canterbury Inclusive Sports Festival	Host the festival at Mainpower	funds not claimed	\$500	\$500	\$3,925
	11-Nov	Waiora Links Community Trust	Entertainment for family event	3-Mar-25	\$750	\$500	\$3,425
	15-Apr	Pegasus Residents' Group	Matariki Morning Tea	4-Jul-25	\$ 500.00	\$300	\$3,125
	15-Apr	Woodend Indoor Bowls Club	Set of indoor bowls	Awaiting for bowls to arrive to enable payment	\$750	\$750	\$2,375
							\$2,375
			Inclusive sports			\$500	\$2,875

Spreadsheet Showing Woodend-Sefton Community Board Discretionary Grant for
the 2025/26 Financial Year

	Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
Woodend-Sefton Community Board 10.138.100.2410		Carry Forward 2024/25 = 2875	(202526) \$6,980				\$9,855
	14-Jul	Woodend Netball Club	towards Prize Giving		\$750	\$400	\$9,455
	11-Aug	Woodend Spring Flower Show Committee	Printing, hall hire, engraving of trophies, insurance and prize money		\$750	\$750	\$8,705
	8-Sep	Woodend Community Association	Community Christmas Party		\$750	\$750	\$7,955
	8-Nov	Noaia Charitable Trust	Community market for equipment and promotion		\$1,000	\$500	\$7,455
	10-Mar	Menzshed Pegasus Woodend Community Trust	towards a compressor		\$489		
	10-Mar	Rangiora Boxing Club	towards medical care		\$500		

GOVERNANCE

Woodend-Sefton 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. 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.

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 a project summary that includes costs, and shows the areas where funds will be spent, fund raising the group has undertaken towards the project, and other sources of funding that have been accessed. Please note that your application will not be processed if the required financial information is not provided. The Board reserve the right to request additional information.

Examples (but not limited to) of what the Board can fund:	Examples (but not limited to) of what the Board cannot fund:
✓ New equipment/materials	✗ Wages
✓ Toys/educational aids	✗ Debt servicing
✓ Sporting equipment	✗ Payment for volunteers (including arrangements in kind eg petrol vouchers)
✓ Safety equipment	✗ Stock or capital market investment
✓ Costs associated with events	✗ Gambling or prize money
✓ Community training	✗ Funding of individuals (only non-profit organisations)
	✗ 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

- The Board supports a wide range of community activities. However, an 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).
- The Board will consider grant applications every month. Applications must be received at least four weeks before Board meeting dates to be processed on time.
- Applications will only be accepted from community-based project groups, not-for-profit organisations, registered charities or incorporated societies. No application from an individual which benefits only one person will be accepted.
- Applications from Funding Committees and/or similar community-based groups associated with schools will be considered only if significant community benefit has been shown and proof is provided that the Ministry of Education does not fund the activity. 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 to \$750 with a maximum of \$1,000 in any financial year (July to June). However, a group may apply twice a year, provided it is for different projects. The Board will only consider granting more than \$750 in exceptional circumstances and will provide detailed reasons for exceeding the present limit.
- The application should clearly state the purpose for which the funds will be used. It should be noted that the board will not fund ongoing or annual operating expenditure associated with the administration or running of the applicant's club organisation or club.
- Organisations predominately funded by the Central Government must provide supporting evidence that the requested grant will not be spent on projects that the Central Government should/do fund.
- The applicant should submit relevant financial information to prove they can deliver the project. Financial information should include a balance sheet/profit and loss and, at least, a bank statement to enable the Board to make an informed decision.
- Applicants must declare any other funding sources for the proposed project for which funding is being sought, especially Council community grants, other Community Boards grants, and Enterprise North Canterbury funding.
- If the group does not provide the information to enable the grant to be paid within three months of approval of the grant being notified, the application will be regarded as closed, and funds will be released for reallocation by the Board.
- If funds are not spent on the specific project applied for within six months of the date of the event/project, the recipient will be required to return the funding to the Council.
- The Council must receive an Accountability Form 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, bank statements, or invoices, must accompany the Accountability Form, and photos of the event or purchase are encouraged.
- Where possible, Boards request permission to use these photos on their Facebook page, the Council website, or other social media to encourage other community groups' participation.
- No new application will be accepted until the Board receives the Accountability Form and relevant documentation for previous funding granted.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-26-09-06/ 260115005819

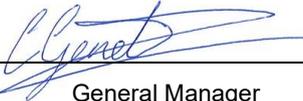
REPORT TO: WOODEND-SEFTON COMMUNITY BOARD

DATE OF MEETING: 9 March 2026

FROM: Thea Kunkel, Governance Team Leader

SUBJECT: Approval of the Woodend-Sefton Community Board Plan 2025-28

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


General Manager


Acting Chief Executive

1 SUMMARY

This report seeks the Woodend-Sefton Community Board's (the Board) approval of the Woodend-Sefton Community Board Plan 2025-28.

Attachments:

- i. Woodend-Sefton Community Board Plan 2025-28 (Trim 260112003809).

2 RECOMMENDATION

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 260115005819.
- (b) **Approves** the Woodend-Sefton Community Board Plan 2025-28 (Trim 260112003809).
- (c) **Authorises** the Chairperson to approve the final version of the Woodend-Sefton Community Plan 2025-28 if any further minor editorial corrections are required.

3 BACKGROUND

- 3.1 As required by the Council, the Community Board must prepare a Community Plan (the Plan) each term and review it annually. This process enables the Board to assess progress toward its objectives, reflect on its current activities, and incorporate community feedback.
- 3.2 The plans have been developed with input from Community Board members, who maintain regular engagement with residents, community leaders, and local organisations, and should therefore be well placed to advocate on behalf of their communities. Workshops were held with the Boards in December 2025 to outline the process and obtain members' contributions.

4 ISSUES AND OPTIONS

- 4.1 The plans reflect the Board's key achievements and the progress of their projects in 2025 and highlight upcoming Board initiatives. Information on the various projects has been sourced from the relevant service departments.

- 4.2 The Board has the prerogative not to approve the Community Board Plan 2025-28. However, the Plan is important, as it provides a key mechanism for the Board to communicate its purpose and performance expectations to the community. It also ensures that community needs are presented to the Council in a consistent and strategic manner, informing both Annual and Long Term Plans. It is therefore recommended that the Board endorse the plan.
- 4.3 The Board has the prerogative not to approve the Community Board Plan 2025-28. However, the Plan is important, as it provides a key mechanism for the Board to communicate its purpose and performance expectations to the community. It also ensures that community needs are presented to the Council in a consistent and strategic manner, informing both Annual and Long Term Plans. It is therefore recommended that the Board endorse the plan.
- 4.4 If the plan is approved, it will also serve as a promotional document for the Community Board and will be published on the Council's website.
- 4.5 Staff request that the Chairperson be authorised to approve the final version of the updated Plan if any further minor editorial corrections are required.
- 4.6 **Implications for Community Wellbeing**
The issues and options that are the subject of this report have implications for community wellbeing, as the Plan is a tool to inform the community about the work and progress made on issues being addressed by the Board during the term.
- 4.7 The Management Team has reviewed this report.

5. **COMMUNITY VIEWS**

5.1 **Mana Whenua**

Te Ngāi Tūāhuriri hapū may have an interest in the subject matter of this report, due to the extensive cultural history of the Woodend-Sefton area.

5.2 **Groups and Organisations**

Community groups and organisations benefit from the projects and funding delivered by the Community Board. Many may apply for funding or seek the Board's support for local initiatives. The Plan includes important information for Community groups and organisations.

5.3 **Wider Community**

The wider community is not likely to be affected by or have an interest in the subject matter of this report. However, the Plan was developed with input from Board members who communicate regularly with local residents, community leaders, and community organisations.

6 **IMPLICATIONS AND RISKS**

6.1 **Financial Implications**

The decisions sought by this report have no financial implications, as the servicing of Community Boards is met within the Council's existing Governance Budgets. There is a small cost associated with printing the documents (in-house) for the Service Centres and members.

6.2 **Sustainability and Climate Change Impacts**

The Plan includes information on several projects underway in the Woodend-Sefton area that could impact sustainability and climate change, such as alternative transport, tree planting, and food security.

6.3 **Risk Management**

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

6.4 **Health and Safety**

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

7 **CONTEXT**

7.1 **Consistency with Policy**

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

7.2 **Authorising Legislation**

Local Government Act 2002 Clause 52.

Delegation to Community Boards, Part 3, S-DM 1041, Issue 10, as at 25 October 2016.

7.3 **Consistency with Community Outcomes**

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

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

7.4 **Authorising Delegations**

The Board is required by the Council to prepare and adopt a Community Board Plan annually that highlights the key issues, priorities, and actions that the Board proposes to advance during the year.



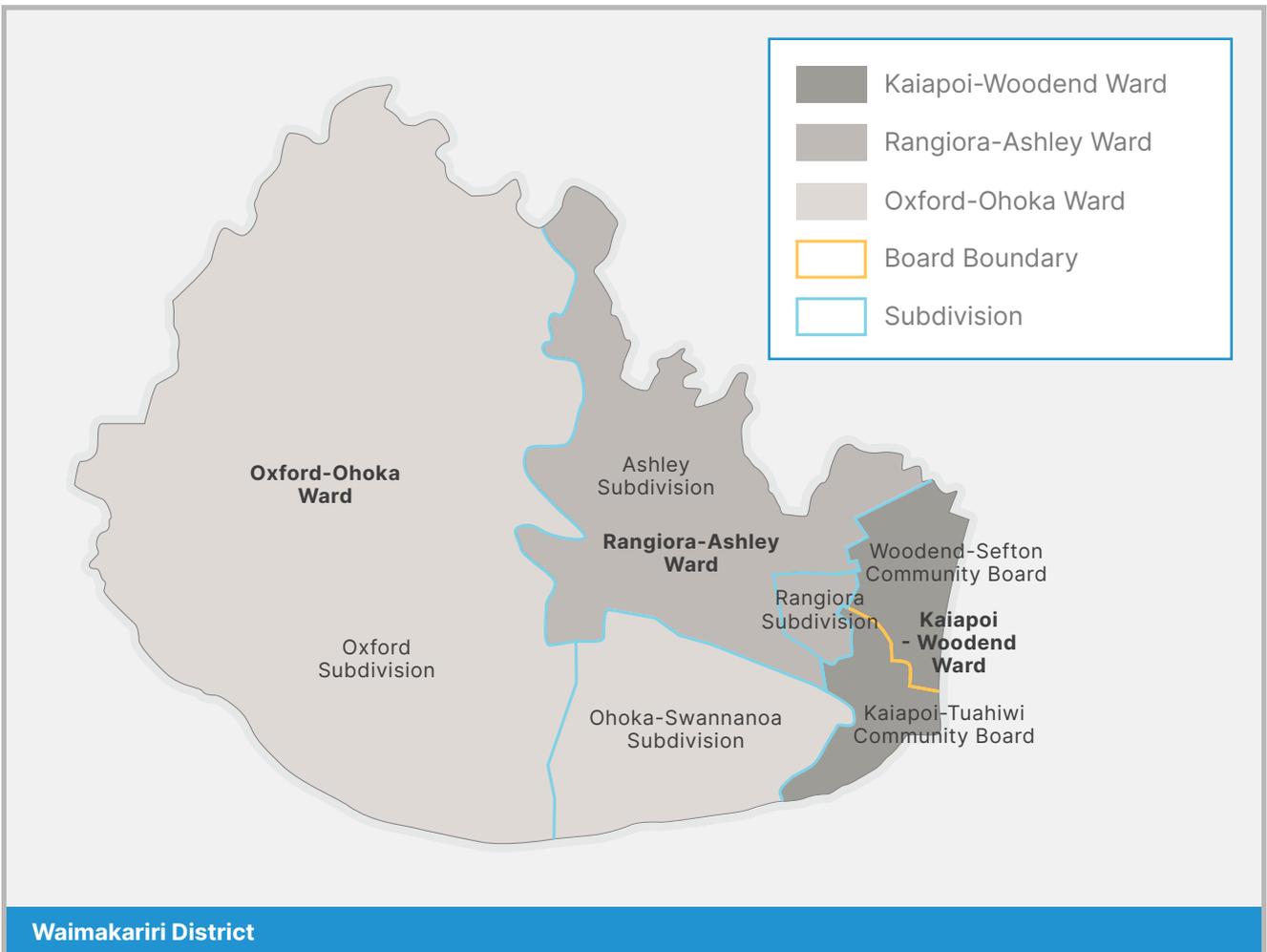
Woodend-Sefton Community Board Community Plan 2025–2028





Ward	Population
Rangiora-Ashley Ward	29,126
Oxford-Ohoka Ward	14,865
Kaiapoi-Woodend Ward	30,082
Total	74,073
Kaiapoi-Woodend Ward	Population
Woodend-Sefton Community	12,390
Kaiapoi-Tuahiwi Community	17,692
Total	30,082

* Estimated Resident Population as at December 2025



Chairperson's Message

Kia ora koutou to the residents of the Woodend-Sefton Community Board

The Kaiapoi–Woodend Ward covers a wide area, bringing together urban neighbourhoods, rural communities, and coastal settlements. Because the Ward is so diverse, it is supported by two Community Boards.

The Woodend–Sefton Community Board (the Board) represents Woodend, Ravenswood, Woodend Beach, Pegasus, Waikuku, Waikuku Beach, Sefton, and the surrounding rural areas.

Woodend, Ravenswood, and Pegasus have grown rapidly in recent years, creating both exciting opportunities and new challenges. In 2025, this part of the Waimakariri District accounted for around 37% of all new residential building consents in the district. As a result, the Woodend–Sefton area's population reached an estimated 12,390 by December 2025.

With this level of growth, planning for the future is more important than ever. The Board will continue to encourage the Council to invest in modern, accessible community facilities—such as a new Community Centre, Library, and Service Centre. This year, we'll be working closely with residents and local businesses to understand what matters most to you. Your feedback will help refresh the Woodend Pegasus Area Strategy and guide future development across Woodend, Ravenswood, Pegasus, and nearby communities.

The NZ Transport Agency (NZTA) is now more than halfway through the detailed design of the Woodend Bypass, with early construction starting in 2026. Once complete, the bypass will make Woodend safer by removing heavy State Highway 1 (SH1) traffic from the town centre, improving the resilience of SH1, reducing congestion, and avoiding known accident hotspots. We know major roading projects can affect people differently, and we hope any concerns can be worked through with NZTA. One issue raised by locals is the possibility of a toll, which could influence how many drivers choose to use the new road and potentially increase traffic through Woodend.

Much of the Board's recent focus has been on the continued development and improvements required in our area. To achieve good outcomes, we work with the Council and its Committees on matters

such as reserves, the shared path along SH1 connecting Woodend and Ravenswood, and public transport

Looking ahead, the Board's priorities are the continued development of the purpose-built community centre for the Pegasus community; the upgrading of facilities at the Woodend Beach Domain; the Toilet Block Mural at Woodend Recreation Reserve; the Welcome to Woodend Entrance Sign; supporting the development of the Sefton Hall and various roading and drainage projects.

Each of our communities has its own identity, strengths, and needs. Our role is to recognise what makes each place special and to advocate for what matters to you. We'd love to hear your thoughts. You can contact any Board member using the details on pages 10–11, or chat with us at local events and meetings.

The Board also supports many local groups that work hard to strengthen our communities. Individuals and groups are welcome to attend our meetings to share their projects or raise issues. To book a speaking time, please email our Governance Adviser at com.board@wmk.govt.nz. We also have a small Discretionary Grant Fund that may help support community projects. The Board meets on the second Monday of each month.

As Chairperson, I wish to acknowledge the efforts, dedication, and commitment of previous Community Board members to their community. I also wish to congratulate the incoming Community Board members and assure our community that we will all do our best to continue representing and advocating for this remarkable community, initiating projects, and planning for the future.

We are excited as there are many opportunities for our communities, and we hope you will get involved.

Mark Paterson

Chairperson
Woodend-Sefton
Community Board



Our Community

The Woodend-Sefton Community Board covers the communities of Woodend, Ravenswood, Woodend Beach, Pegasus, Waikuku, Waikuku Beach and Sefton, along with surrounding areas.

We are a diverse area, including several towns and communities, rural areas, and the coastline, with residential areas, farms, lifestyle blocks, commercial retail businesses, and many home-based businesses. The population as of 2023 was 11,890. The Woodend, Ravenswood, and Pegasus areas have experienced significant growth over the last few years, bringing both opportunities and challenges. The development of the Ravenswood commercial area will also bring a new dimension to our communities.

State Highway 1 physically separates many of our communities, creating issues around connectivity and safety.

Our area has significance both ecologically and culturally. Waterways include the Pacific Ocean, Pegasus Bay, Ashley-Rakahuri River, Tūtaepatu Lagoon, Pegasus Lake, Saltwater Creek, several coastal streams and various wetlands. The Ashley-Rakahuri Saltwater Creek Estuary – Te Aka Aka, is internationally recognised with its own ecosystem and diverse birdlife, including many migratory birds. We share the Tūhaitara Coastal Park, a real treasure, and the Te Kōhaka o Tūhaitara Trust has a 200 year plan to rehabilitate the park to an indigenous coastal ecosystem supporting a diverse range of native flora and fauna species and providing sustainable mahinga kai.



Pegasus Bay

An important historical and cultural site, Kaiapoi Pā, where Ngāi Tahu's South Island trading was once centred in the 1700s, sits between Waikuku and Pegasus.



Photo Christchurch City Libraries Collection

Historic photo of Kaiapoi Pā monument

Kaiapoi Pā was established by the first Ngāi Tahu ancestors when they settled Te Wai Pounamu. Kaiapoi Pā was the major capital, trading centre and point from which further penetration of the South Island occurred, so the area is a genealogical centre for all Ngāi Tahu whānui (descendants).

Kaiapoi Pā was established by Moki's elder brother Tūrākautahi who was the second son of Tūāhuriri, hence "Ngai Tūāhuriri" is the name of the hapū of this area."

Source: ngaitahu.iwi.nz/te-runanga-o-ngai-tahu/papatipu-runanga/ngai-tuahuriri/



Photo by Matinbgn wikimedia curid=29982158

Old bank building in Sefton

What is a Community Board?

Community Boards and the Council are partners in local democracy, but they have different roles, powers, and responsibilities. Their relationship is designed so that local voices influence district-wide decisions without creating two competing governing bodies.

How does the Community Board do this?

The Waimakariri District is divided into three wards with the Woodend-Sefton Community Board representing the northern end of the Kaiapoi Woodend Ward, including the communities of Woodend, Ravenswood, Woodend Beach, Pegasus, Waikuku Beach and Sefton.

The Board works closely with residents and local community groups to understand your priorities and concerns and to seek the best outcomes for communities. The Board proactively engages with the local community, including consulting and sharing information to enable the Board to represent and advocate for your interests on a local level, which is then fed back to the Council.

The Community Board is not the Council, nor is it a Council committee. The Board collaborates with the Council at the local level to achieve community goals. The Board is also responsible for any areas delegated to it by the Council.

The Local Government Act (2002), states that the role of a Community Board is to represent and advocate for the interests of its community. The Woodend-Sefton Community Board provides feedback, leadership and support to residents within the northern part of the Kaiapoi Woodend Ward.

The Woodend-Sefton Community Board comprises five elected members and two appointed Councillors of the Waimakariri District Council, for a total of seven members.

The role of the Community Board includes:

- Taking an overview of the Council's services and projects affecting the community area, including water supply, sewerage, stormwater drainage, parks, recreational facilities, community activities, as well as roading and traffic management projects.
- Engaging with residents, community organisations and groups in developing local

solutions and keeping you informed by using a variety of means, including a Community Board Facebook page, articles in community newsletters, and being visible and accessible.

- Encouraging community participation in local Board and Council decision-making.
- Advocating to the Council on key issues and priorities for the community area, especially through the Annual and Long Term Plan processes.
- Providing grants to community groups and organisations.
- Granting of leases or licences on reserves.
- Acting as a link for residents to access Council services.
- Maintaining positive working relationships with key Council staff and management.
- Actively participating in Council business, including the annual budget, to ensure equitable spending across the District while being mindful of rates affordability.
- Working collaboratively with other Community Boards to promote an understanding that they do not work in isolation but as a team in conjunction with the Council.



Pegasus entrance

Community Board Objectives 2025–2028

The Woodend-Sefton Community Board aims to meet the needs of our diverse community through:

- Supporting the Council's Local Economic Development Strategy to encourage business growth across the Woodend-Sefton Board area and the Waimakariri District as a whole.
- Developing closer links and relationships with key settlements and groups in the Woodend-Sefton Board area, as well as with significant District-wide organisations.
- Developing a plan for the Board to become an effective, cohesive voice in representing the community viewpoint at meetings and policy hearings.
- Developing a plan for the Board to become an effective, cohesive voice in representing the community viewpoint at meetings and policy hearings.
- Engaging with individuals, groups, other Boards, and the Council to provide the best outcome for the Woodend-Sefton community and the District as a whole.
- Engaging and interacting with younger generations by seeking their views and feedback on important issues in the Board area.
- Engaging with local schools, community and advisory groups and offering encouragement for their projects and providing assistance where practical.
- Advocating for balanced growth that enhances and protects the character of the communities' recreational, opportunities, liveability and employment.
- Advocating for the continued protection and enhancement of waterways and wetlands for recreational purposes.
- Actively develop and promote the Community Board as a vehicle for residents to seek assistance and advocacy in accessing Council services and consultation processes.
- Actively maintaining positive working relationships with the Council and Council staff.
- Actively participating in Council business and the annual budget process to ensure equitable spending across the District whilst being mindful of rates affordability.



Owen Stalker Park

What's Happening Now and Looking Forward?

There are a number of projects recently completed and underway in the Woodend-Sefton Community area. This section outlines those projects.

Looking back at 2025

Shared path along SH1 connecting Woodend and Ravenswood

The much-anticipated shared path alongside SH1 between Ravenswood and Woodend was completed in December 2025 and is proving popular with pedestrians and cyclists. This was a project requested by the community, and with the Board's advocacy, there is now a safer connection between Garlick Street in Ravenswood and Chinnerys Road in Woodend.

Gladstone Dog Park improvements

The Board funded the construction of a shelter in the large dog park, in partnership with Kaiapoi Menz Shed. This now provides shelter from the weather for those using the dog park.

Waikuku Beach Pond Reserve enhancements

In 2025, the Community Board approved the installation of biodiversity enhancements in the Waikuku Beach Pond reserve area, funded through the Natural Environment Strategy. The site consists of a small pond bordered by both native and exotic vegetation and is hydrologically connected to the Taranaki Lagoon and the wider Taranaki Stream system. Although native plantings were established in recent years, several weed species have since encroached on the area. Ongoing weed control is underway, including the staged removal of grey willow and subsequent infill planting with native species. As noted in previous reports and memos, the pond's residential setting means weed re-establishment is likely to continue. The long-term objective remains to maintain regular surveillance and remove weeds before they become established and outcompete native vegetation. This work is ongoing until 2028, when normal maintenance will resume.

Two new interpretive signs, funded by the Waimakariri Natural Environment Strategy (WNES), have been installed around the pond to inform visitors about local birdlife. One sign



Environmental interpretation signs

highlights the range of shag/cormorant species present in the pond and upstream areas, while the other showcases additional native water bird species that can be observed in the vicinity.

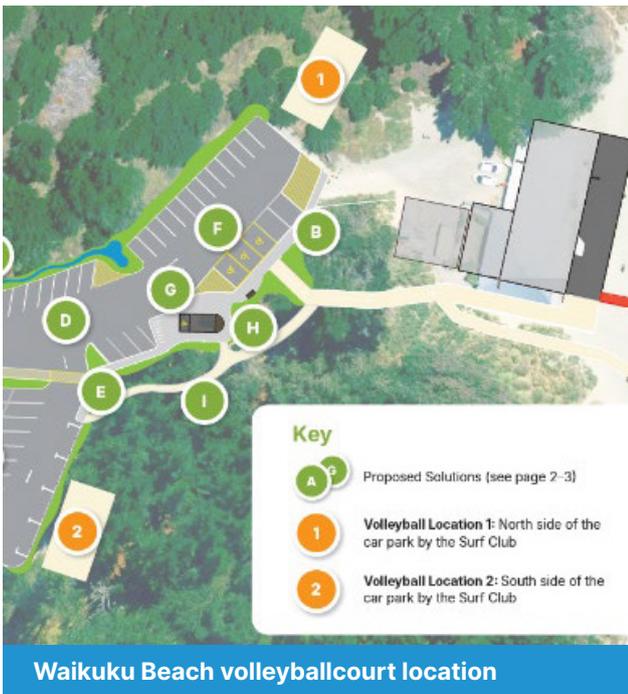
The WNES also funded the development of pollinator patches, which have also been completed. These areas demonstrate practical ways for residents to support birds, lizards, and invertebrates by providing food and shelter in their own gardens. The patches were planted with a mix of native and exotic species known to benefit pollinators, and additional features—such as rock piles, repurposed plant pots, and small water dishes—were incorporated to enhance habitat value. Informational signs have been installed to explain their purpose, and an invertebrate hotel, donated by an elected member, has been added to one of the patches.



Pollinator patches—a mix of exotic and native plants

Waikuku Beach volleyball court

The Board supported the community-led initiative to install a volleyball court at Waikuku Beach. Public consultation confirmed strong community backing for the proposal. Working collaboratively with a local resident, the Council and the Board assessed several potential locations for the court. Following this evaluation, the area adjacent to the Waikuku Beach Surf Life Saving Club car park was identified as the preferred site.



Feedback received through consultation highlighted the importance of locating the court close to existing amenities, including good sunlight, adequate car parking, and toilet facilities. The project is entirely community-funded through donations and volunteer labour. While staff approval is required for all physical works, the Council will take responsibility for ongoing annual maintenance.

Council staff have yet to receive a project timeline as requested by the community group driving the project. The installation of the court is being funded externally through fundraising, donations, and volunteer efforts. Greenspace will provide the group with support and assistance in putting together a resource consent for the works.

Waikuku Beach Community Facilities Development Plan

The Waikuku Beach Community Facilities Development Plan was developed in response to concerns raised by residents and community groups.

The Plan aligns with the objectives of the Waikuku Beach Spatial Activity Plan and addresses several key issues, including poor drainage and silt accumulation in the beachfront car park, limited vehicle and pedestrian connectivity, outdated toilet facilities, and an overall lack of cohesive design and visual appeal across the site.

In April 2025, the Board authorised Council staff to undertake community engagement on the proposed Plan. As part of this process, staff sought feedback on whether the toilet renewal budget should be brought forward and asked the community to identify which project to prioritise. Renewing the public toilets emerged as the highest priority, followed by improvements to the beachfront car park and drainage.

The Plan also included the need for beach access matting to improve access to the ocean for all users. The matting has been purchased by the Council, and the Ocean Access Advisory Group has been working to on how to manage the matting rollout to ensure safe accessible entry to the water.

The Board formally approved the Waikuku Beach Community Facilities Development Plan in September 2025. As part of the next Annual Plan process, the Board intend to request that funding for the toilet renewal work be brought forward from its current timing in 2052. Bringing this funding forward would allow the toilet renewal to be completed alongside the planned car park upgrades.

Council staff are working with the Board to assess the long-term costs of several options, including full replacement or renovation of the toilets, to support the Board's budget request. No implementation work will begin until Council decides on the toilet facilities in July 2026.

Funding of \$245,000 is currently allocated for the Beach Front Car Park Renewal and associated landscaping. This funding will be carried over to the 2026/27 financial year for the project.

Public buses now deviate into the Ravenswood Commercial area

After working with Council Staff and advocating to Environment Canterbury the bus route was changed to include the Ravenswood Commercial area for the No. 95 and No. 97 buses. This has been welcomed by the community as it means they don't have to cross SH1 at the roundabout and gives another safe connection between the communities.



Youth space in Pegasus

In March 2025, the Board approved Council staff to consult, design and install a youth space in Pegasus. Following consultation with the youth, Staff then consulted the wider community on three proposed youth space options using flyers, posters, social media, and the Council's Let's Talk platform.

A total of 164 community responses were received, including 22 from Pegasus youth. Further engagement included workshops with students from Woodend and Kaiapoi High and a submission from Pegasus Primary School. In total, approximately 240 youth and 142 community members participated in this engagement process. After reviewing feedback, Council staff undertook a review of potential locations in Pegasus.

The community feedback indicated a preference for developing a Flying Fox, a basketball/tennis backboard, and a Gaga Dodgeball Court to be installed in different locations around Pegasus. In September 2025, the Board therefore recommended that the Community and Recreation Committee approve a change to the project purpose for the Pegasus Youth Space Budget, from the original intent of a Dedicated Skate Park to a new purpose: a Distributed Youth Spaces Approach for youth spaces across Pegasus. This recommendation was brought to the Committee and approved in February 2026.

Greenspace staff will now work with the Board to determine the actual activities and final locations of these in Pegasus before implementing them on site. There is a budget available of \$192,515 for this project, which is sufficient to create three spaces within the Pegasus area.

Community Board submissions in 2025

The Board worked collectively with the Council to achieve community goals. Hence, it made detailed submissions on Environment Canterbury

and the Council's 2025/26 Annual Plans, as well as the Proposed Waimakariri District Plan.

In addition, the Board made submissions on the following matters before a public submission process and in 2025:

- New Zealand Transport Agency (NZTA) Speed Review on State Highway 1 between Woodend and Pineacres at the corner of Williams Street and SH1.
- The Government's Woodend Bypass toll proposal.

2026 and future projects

Woodend Pegasus Area strategy

The Board continues to encourage planning for future needs to ensure the development of user-friendly, future-focused community facilities, including the Community Centre, Library, and Service Centre, which are urgently needed due to the area's rapid growth.

This year, staff will work with the communities and local businesses in Woodend, Ravenswood, and Pegasus to understand their needs, aspirations, and opportunities, and how these communities may be affected by the Woodend Bypass.

This feedback will be used to refresh the Strategy, which will provide direction to support future development in Woodend, Ravenswood, and Pegasus.

Pegasus Community Centre

The Board has long advocated for a purpose-built community centre for the Pegasus community, and after many years of lobbying, this has finally come to fruition. The Board will continue to support the development of the Community Centre by serving on the Pegasus Community Centre Project Group.

Construction of the new 400m² community facility on Pegasus Main Street began in mid-

October 2025 and is expected to be completed by November 2026. Although it will be a functional building, it has been well considered and is architecturally designed to meet the community's needs while enhancing Pegasus's aesthetics.

The Board is confident that this centre will be a fantastic community asset and well utilised as a place where people can come together, hold events, and celebrate in greater numbers.



Pegasus Community Centre location

Welcome to Woodend entrance sign

The Board has sought to use its General Landscaping Budget to develop welcome signage at key community entrances. This programme began with the successful installation of signage at Waikuku Beach, followed by work to address the need for new entrance signs in Woodend. Council staff prepared three concept designs for Woodend, which were then presented to the wider community for feedback. However, with the future Woodend Bypass expected to affect both proposed signs on the main road, the Board resolved to proceed only with the sign on Rangiora–Woodend Road at this stage.

The new design, approved by the Board in 2025, features a distinctive Kōwhaiwhai pattern. Kōwhaiwhai are traditional Māori designs that convey stories and cultural knowledge. The selected design is considered to reflect the aspirations of the community, the Board, and the Rūnanga.

Detailed design and procurement have now been completed, and the sign is under construction with a local signwriter, with an installation anticipated in March 2026. This project has a budget of \$12,810, and it is expected to be completed under budget.



Woodend Beach domain

Woodend Beach domain

The Board approved the design for new toilets, including change facilities, a car park revamp, and an exciting new coastal dune play space along the beach access path. Staff developed an amazing concept design, which was put out to public consultation in 2025.

Along with a new Welcome to Woodend Beach sign funded by the Board, this will give Woodend Beach a real lift and make it a real destination.

Toilet block mural Woodend recreation reserve

Following the upgrade of the Woodend Town Centre toilet block—funded through both the Waimakariri District Council's toilet renewal programme and Tourism Infrastructure Funding—the original mural created by Woodend Primary School was removed. In response, the school requested the opportunity to create a new mural for the upgraded facility.

Council staff have worked closely with the school, with support from a professional artist, to develop the project from initial concept through to final design.

The new mural is planned for one external wall, with the potential to extend to additional walls in the future if the school secures further funding. This would also allow future student cohorts to contribute to the project.

The Board approved the mural in September 2025. It is expected that work on the mural will start in February 2026 (weather dependent).

The expected completion date is the end of July 2026, which will allow the school to pay the artist for her time. The materials are expected to cost under \$1,300, which will be funded by the Youth Activation Budget.

Pegasus Lake

Templetons, as the developer, Environment Canterbury, the Waimakariri District Council, and consultants are working together to move this matter forward following the 2023 aeration trial, and we look forward to more information on a plan to ensure the Lake is available as a recreational asset for the district.

The Board will continue to work with the developer, as owner of the lake, and other key stakeholders to advocate for mitigations that will meet the community's expectations as well as the intended purpose of the lake (recreational activity that involves limited body contact with the water) and bring the lake into compliance with regional council consents.



Pegasus Lake

Sefton Hall

The Board supports the Sefton Public Hall Committee working in partnership with Council staff on the new hall build to enable the community to come together in a user-friendly facility.

Roading

The Board is committed to all local roading projects within its Ward and actively promotes and supports improvements.



Roading

Council's contractors continue to maintain and renew urban streets and footpaths, as well as rural roads, and associated culverts, bridges, lighting, signs, and other road elements, through a prioritised programme based on age and condition. Residents are encouraged to notify the Council of potholes and other road elements in need of repair using the Snap Send Solve app, by email, or by phone.

Drainage projects

The Board supports the following drainage projects:

- Woodend Capacity Improvements—Upgrade of McIntosh drain to increase the level of service and to allow for growth at an estimated cost of \$600,000 to be completed by June 2026.
- East Woodend Detention Pond 2.5ha—Detention basin to allow for growth, with an estimated cost of \$1.4 million to be completed by June 2026.
- School Road and Main North SW Renewal—Upgrading the section of pipe to increase the level of service at an estimated cost of \$250,000 to be completed by February 2027.
- Pines Kairaki Upgrade—Multiple drainage improvements for the Pines Kairaki area with an estimated cost of \$300,000 to be completed by February 2027. Although this project is not in the Woodend-Sefton area it will have a positive impact on the drainage in the area.
- Box Drain Improvements—Offline first flush basin and constructed wetland to improve water quality for a large urban catchment at an estimated cost of \$2.5 million to be completed by April 2028.

Advocating on behalf of the Community

The Board will again work collectively with the Council to achieve community goals. It will make detailed submissions on Environment Canterbury and the Council's Annual and Long Term Plans. In addition, the Board has independent rights to submit matters for a public submission process that may impact the Woodend-Sefton area.

Discretionary grants

The Board will continue to support a wide range of local community groups through its easily accessible discretionary funding grants. Recipients have consistently expressed gratitude for this support, which may not otherwise have been available to them from other sources.

Woodend-Sefton Community Board Members

Member and contact details		Other responsibilities
 <p>Mark Paterson Chairperson Mobile: 027 534 9112 Email: mark.paterson@wmk.govt.nz</p>	<ul style="list-style-type: none"> • GreyPower North Canterbury • Gladstone Park Advisory Group 	
 <p>Andrew Thompson Deputy Chairperson Mobile: 027 235 7140 Email: andrew.thompson@wmk.govt.nz</p>	<ul style="list-style-type: none"> • Northern Pegasus Bay Advisory Group • Sefton Public Hall Society • Sefton Domain Advisory Group 	
 <p>Joel McLachlan Mobile: 022 104 0323 Email: joel.mclachlan@wmk.govt.nz</p>	<ul style="list-style-type: none"> • Woodend Community Centre Advisory Group • Pegasus Community Centre Steering Group 	
 <p>Mathew Potter Mobile: 027 266 3619 Email: matthew.potter@wmk.govt.nz</p>	<ul style="list-style-type: none"> • Pegasus Residents Group • Coastal Rural Drainage Advisory Group 	
 <p>Prudence Stone Mobile: 027 282 6004 Email: prudence.stone@wmk.govt.nz</p>	<ul style="list-style-type: none"> • Waimakariri Health Advisory Group • Waimakariri Access Group • Woodend Community Association • Sefton/Ashley and Sefton River Rating District Committee 	

Kaiapoi-Woodend Ward Councillors

The Kaiapoi-Woodend Ward has four Councillors elected to represent it on the Council. Two Councillors, P Redmond and T Bartle, have been appointed by the Council to the Kaiapoi-Tuahiwi Community Board. Councillors B Cairns and S Powell have been appointed to the Woodend-Sefton Community Board.

The Woodend-Sefton Community Board has chosen to have all four Councillors sitting at the Board table to contribute to debate and discussion. However, only Councillors Cairns and Powell (as the appointed Councillors) have voting rights at the Woodend-Sefton Community Board.

Kaiapoi-Woodend Ward Councillors	
Member and contact details	Other responsibilities
 <p>Cr Brent Cairns Mobile: 027 222 4767 Email: brent.cairns@wmk.govt.nz <i>Appointed to the Board by the Council</i></p>	<ul style="list-style-type: none"> • Road Safety Working Group • Property Asset Working Group • Waimakariri Community Arts Council • Waimakariri Art Collection Trust • Waimakariri Public Arts Trust • Kaiapoi Promotions Association • Promotions Association Review Working Group • Arohatia Te Awa Working Group
 <p>Cr Shona Powell Mobile: 0210 231 6152 Email: shona.powell@wmk.govt.nz <i>Appointed to the Board by the Council</i></p>	<ul style="list-style-type: none"> • North Canterbury Health Hub Project Steering Group • Waimakariri Access Group • Community Wellbeing North Canterbury Trust • Creative Communities NZ Assessment Committee • Promotions Association Review Working Group • Kaiapoi Marine Precinct Bookings Advisory Group • Northern Pegasus Bay Advisory Group • Facilities and Consents Fee Waiver Subcommittee
 <p>Cr Tim Bartle Mobile: 021 477 449 Email: tim.bartle@wmk.govt.nz</p>	<ul style="list-style-type: none"> • Waimakariri Walking and Cycling Reference Group • Clarkville Rural Drainage Advisory Group • Coastal Rural Drainage Advisory Group • Solid and Hazardous Waste Working Party

Kaiapoi-Woodend Ward Councillors	
Member and contact details	Other responsibilities
 <p>Cr Philip Redmond QSM Deputy Mayor <i>(October 2025 to April 2027)</i></p> <p>Mobile: 027 439 5515 Email: philip.redmond@wmk.govt.nz</p>	<ul style="list-style-type: none"> • Greater Christchurch Partnership • Whakawhanake Kainga Committee, Urban Growth Partnership for Greater Christchurch • Waimakariri Passchendaele Advisory Group • Road Safety Working Group • Southbrook Road Improvements Working Group • Southbrook Road Reference Group • Rangiora Airfield Advisory Group • North Canterbury Sport and Recreation Trust • Facilities and Consents Fee Waiver Subcommittee • Solid and Hazardous Waste Working Party • Enshi Sister City Advisory Group

Where and When are Meetings Held?

Meetings are usually held on the second Monday of the month at 5.30pm and anyone is welcome to attend.

Meeting agendas are available at Council Service Centres or on the Council website two working days before a meeting:

waimakariri.govt.nz/your-council/meetings

How do you raise a concern or issue?

Do not hesitate to contact a member of the Community Board for advice and help (see pages 10-12 for contact information). You are always welcome to contact members to discuss Council and community-related matters.

The Community is encouraged to raise concerns and speak to the Board at meetings. If you would like to avail yourself of this opportunity, please contact the Chairperson (mark.paterson@wmk.govt.nz) or the Governance Adviser (com.board@wmk.govt.nz) at least one week prior to the scheduled meeting.

As part of the consultation process, individuals or groups can make submissions on projects and plans. These are notified on the Council's website under 'Have a Say' and in the Northern Outlook and The North Canterbury News. There may also be public meetings and/or information sessions that you can attend.

The Governance Support Team manages the day-to-day running of the Community Boards

The Governance Team assists the Community Board with:

- Arranging deputations and workshops
- Accessing and administering Board funding
- Access to Community Board documentation
- Assisting with submissions to the Long Term Plan (LTP) and Annual Plan and any other community-based issues
- Assists as liaison between the community and the Board as well as between the Board and Council departments.

The 2026 meetings are scheduled for:

Date and Time	Location
9 February	Woodend Community Centre
10 March (Tuesday)	Sefton Public Hall
13 April	Woodend Community Centre
11 May	Woodend Community Centre
8 June	Woodend Community Centre
13 July	Woodend Community Centre
10 August	Woodend Community Centre
14 September	Woodend Community Centre
13 October (Tuesday)	Sefton Public Hall
9 November	Woodend Community Centre
7 December	Woodend Community Centre

Governance Team contact details

☎ 0800 965 468

✉ com.board@wmk.govt.nz

📍 215 High Street, Private Bag 1005, Rangiora 7440

Board members often take part in the activities of community organisations within the community area.

If you would like to invite a Board member to a meeting or event, please contact the Chairperson (mark.paterson@wmk.govt.nz) or Governance Team on com.board@wmk.govt.nz

Woodend-Sefton Community Board Discretionary Grant

Each financial year (July to June) the Woodend-Sefton Community Board is allocated funds to distribute, by application, to community-based organisations within their community area.

The Council's 2024/34 Long Term Plan included the following budget provision for the Woodend-Sefton Community Board to approve grants to community groups during the next three years:

2025/26 Financial year	2026/27 Financial year	2027/28 Financial year	2028/29 Financial year
\$ 6,980	\$7,200	\$7,380	\$7,550

The Board supports a wide range of community activities. Applications will only be accepted from community-based project groups, not-for-profit organisations, registered charities or incorporated societies. No application from an individual which benefits only one person will be accepted. The Board considers grant applications every month. However, applications must be received at least four weeks before Board meeting dates to be processed on time. The application form is available on the Council's website at waimakariri.govt.nz/council/funding-and-grants/board-grants-and-funding

Woodend-Sefton Community Board criteria for funding applications

Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.

- Applications from Funding Committees and/or similar community-based groups associated with schools will be considered only if a significant community benefit has been shown and proof is provided that the Ministry of Education does not fund the activity. However, schools themselves are not considered non-profit community-based organisations.
- Grants are generally limited to \$750 with a maximum of \$1,000 in any financial year (July to June). However, a group may apply twice a year, provided the applications are for different projects. The Board will consider granting more than \$750 only in exceptional circumstances and will provide detailed reasons for exceeding the current limit.
- 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.
- The application should clearly state the purpose for which the funds will be used. It should be noted that the board will not fund ongoing or annual operating expenditure associated with the administration or running of the applicant's club organisation or club.
- Organisations predominantly funded by the Central Government must provide supporting evidence that the requested grant will not be spent on projects that the Central Government should/do fund.
- Applicants should submit relevant financial information to prove they can deliver the project. Financial information should include a balance sheet/profit and loss and, at least, a bank statement to enable the Board to make an informed decision.
- Applicants must declare any other funding sources for the proposed project for which funding is being sought, especially Council community grants, other Community Boards grants, and Enterprise North Canterbury funding.
- If the group does not provide the information to enable the grant to be paid within three months of approval of the grant being notified, the application will be regarded as closed, and funds will be released for reallocation by the Board.



Pegasus Residents Group

- If funds are not spent on the specific project applied for within six months of the date of the event/project, the recipient will be required to return the funding to the Council.
- The Council must receive an Accountability Form 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, bank statements, or invoices, must accompany the Accountability Form, and photos of the event or purchase are encouraged.

The completed application should be posted to:

Governance Team

Waimakariri District Council,
Private Bag 1005 Rangiora 7440

Or emailed to: com.board@wmk.govt.nz

Or dropped in to your local service centre
(see back page for details).

Process by Governance Team

Once the application has been received, the Governance Team will assess it, write a report, and present it to the next Community Board meeting for a decision.

The Governance Team will notify you following the meeting of the Board's decision.



Woodend Fire Brigade



Woodend spring flower show

Discretionary Fund Grant allocations from 1 July 2024 to 31 June 2025.

Group	Project	Amount
Woodend Spring Flower Show Committee	Towards hosting the Woodend Spring Flower Show	\$500
North Canterbury Pony Club	Towards the cost of St John Ambulance services	\$200
Hope Trust	Towards the purchase of a projector and screen	\$705
Sefton Netball Club	Towards the purchase of equipment	\$500
Woodend Fire Brigade	Towards the purchase of Christmas Lights	\$500
North Canterbury Inclusive Sports Festival	Towards hosting the Inclusive Sports Festival	\$500
Waiora Links Community Trust	Towards the cost of entertainment at a family event	\$500
Pegasus Residents Group	Towards co-hosting the Matariki Morning Tea	
Woodend Indoor Bowls	Towards the purchase of a set of indoor bowls	



North Canterbury Pony Club

Landscaping Projects

Each financial year (July to June) the Woodend-Sefton Community Board is allocated funds to be used for projects which enhance and beautify the community such as landscaping, public seating and signage.

Community Boards often identify community landscaping enhancement projects for which this budget can be utilised. Equally, local community members often suggest minor landscaping improvements, such as additional seating, paving or signage.

The Council's 2024/34 Long Term Plan included the following budget provision for the Woodend-Sefton Community Board's landscaping projects during the next three years. Note that budgets are estimated, and any underspend will be used to mitigate any overspend on other projects:

2025/26 Financial year	2026/27 Financial year	2027/28 Financial year	2028/29 Financial year
\$21,960	\$22,680	\$23,230	\$24,280

If you have a suggestion for beautifying your community that you would like the Board to consider, please contact either the Board Chairperson (mark.paterson@wmk.govt.nz) or the Governance Adviser (com.board@wmk.govt.nz).

The following are projects currently being progressed from the Board's General Landscape Budget:

Current and Completed Projects		
Woodend Beach Entrance Sign	In progress	\$5,330
Welcome to Woodend Sign	In progress	\$12,810
Owen Stalker Park Signs	Completed	\$3,500
Shelter to be built at Gladstone Dog Park	Completed	\$10,000
Planting at Sefton Domain	Completed	\$4,326



Owen Stalker Park

Council Facilities and Contact Details



Service Centres

waimakiriri.govt.nz

Rangiora Service Centre

215 High Street, Rangiora

☎ 0800 965 468

✉ office@wmk.govt.nz

Opening hours

Monday to Friday: 8.30am–5pm

Ruataniwha Kaiapoi Civic Centre

176 Williams Street, Kaiapoi

☎ 03 375 5009

✉ kaiapoi@wmk.govt.nz

Opening hours

Monday to Friday: 9am–5pm

Oxford Service Centre

34 Main Street, Oxford

☎ 03 311 9005

✉ oxford@wmk.govt.nz

Opening hours

Monday to Friday: 9am–5pm

Saturday: 10am–12 noon

(Limited services on Saturday)

Community Centres

Online booking:

waimakariri.govt.nz/leisure-and-recreation/facilities/halls-and-meeting-venues

Woodend Community Centre

6 School Road, Woodend.

Pegasus Community Centre

Cnr Pegasus Main Street and Tahuna Street, Pegasus

Waikuku Beach Hall

1 Bridge Street, Waikuku Beach



Libraries

waimakaririlibraries.com

Rangiora Library

Trevor Inch Memorial Library

141 Percival Street, Rangiora

☎ 0800 965 542

✉ library@wmk.govt.nz

Opening hours

Monday to Thursday: 9am–5pm

Friday: 9am–7pm

Saturday: 10am–2pm

Sunday: 1–4pm

Kaiapoi Library

176 Williams Street, Kaiapoi

☎ 0800 965 542

✉ library@wmk.govt.nz

Opening hours

Monday to Wednesday and Friday: 9am–5pm

Thursday: 9am–7pm

Saturday: 10am–2pm

Sunday: 1–4pm

Oxford Library

34 Main Street, Oxford

☎ 0800 965 542

✉ library@wmk.govt.nz

Opening hours

Monday to Friday: 9am–5pm

Saturday: 10am–12 noon



Aquatic Centres

waimakariri.govt.nz/aquatic-facility

Dudley Park Aquatic Centre

47 Church Street, Rangiora

☎ 03 311 8905

Opening hours

Monday to Friday: 6am–9pm

Saturday and Sunday: 7.30am–7pm

Public Holidays: 10am–7pm

Christmas Day: Closed

Kaiapoi Aquatic Centre

9 Cass Street, Kaiapoi

☎ 03 375 5041

Opening hours

Monday to Friday: 6am–3.30pm and 6–9pm

Saturday and Sunday: 7.30am–7pm

Public Holidays: 10am–7pm

Christmas Day: Closed

Oxford Community Aquatic Centre

9 Burnett Street, Oxford

☎ 03 311 8921

Opening hours

Summer only from late November

Monday to Friday: 8.30am–6.30pm

Saturday and Sunday: 10am–7pm

Public Holidays: 10am–7pm

Christmas Day: Closed



Transfer Stations

Southbrook Resource Recovery Park

284 Flaxton Road, Rangiora

☎ 03 313 5499

Resale Store: 03 313 5798

Opening hours

Monday to Sunday: 8.30am–4.30pm

Public Holidays: Closed

Oxford Transfer Station

46 High Street, Oxford

Opening hours

Friday: 12.30pm–4.30pm

Sunday: 12 noon–4.30pm

Public Holidays: Closed

The Council has a number of other facilities and venues which can be found on the websites as provided below:

Halls and Meeting Venues:

waimakariri.govt.nz/leisure-and-recreation/facilities/halls-and-meeting-venues

Sports Grounds:

waimakariri.govt.nz/leisure-and-recreation/facilities/sports-grounds

If you are new to the District you may like to visit our website which provides information on a number of Council services:

waimakariri.govt.nz/community/new-to-the-District

Request a Service

The following service requests can be lodged online with the Council. The location of the request is required.

Please contact Council directly on 0800 965 468 regarding urgent requests such as excessive noise, flooding or public toilet issues.

Online Service requests

- Cemeteries
- Dog complaints
- Drains
- Footpaths
- Litter/rubbish
- Parks
- Public water supplies
- Roads and streets
- Rubbish/recycling collections
- Sewer
- Signs
- Trees
- Vandalism/graffiti
- Water races.

Go to waimakariri.govt.nz/services/online-services

Snap Send Solve

You can report an issue instantly from your mobile if you spot something like a damaged footpath, litter or pothole.

Report an issue via
waimakariri.govt.nz/snapsendsolve.com



Waikuku Beach paddling pool



215 High Street
Private Bag 1005
Rangiora 7440, New Zealand
Phone 0800 965 468
waimakariri.govt.nz

260112003809

WOODEND-SEFTON COMMUNITY BOARD

MEMBERS INFORMATION EXCHANGE FOR FEBRUARY 2026

Member's Name: **Mathew Potter**

COMMUNITY INTERACTION	ISSUES RAISED	ACTION SUGGESTED
<i>i.e, Events, meetings, e-mails</i>	<i>i.e, Community Feedback and Concerns</i>	<i>i.e, Call for report, refer to Council, Service Request</i>
<i>PRGI Meeting 5 Feb</i>	<ol style="list-style-type: none"> <i>Postal services – petition organised and is being submitted. 25% of Pegasus's population has signed it.</i> <i>Welcome/events sign submission to the Community Board</i> 	<i>The Community Board to consider supporting the petition and drafting a letter to the NZ Postal Services advising them of the community's concerns.</i>
<i>PRGI Chair</i>	<i>Spoke to Matt in regard to landscaping budget priorities for PRGI to help inform my ranking of preferences</i>	<i>Have taken his feedback on board and communicated to him that the board now makes a decision</i>
<i>Waimak United Football</i>	<i>Spoke to Glen from the board about funding challenges, etc., and informed him of Community Board grants for gear, etc. Encouraged them to consider a future grant</i>	<i>None – over to them if they choose to put in an application</i>

- * *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.*
- * *Members are urged to submit written updates in time for inclusion in the Community Board Agenda for the community's benefit.*