

MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI, ON MONDAY, 16 FEBRUARY 2026, AT 5PM.

PRESENT

J Watson (Chairperson), R Keetley (Deputy Chairperson), T Bartle, A Campbell, H Carroll, P Redmond (via audiovisual link), and S Stewart.

IN ATTENDANCE

B Cairns and S Powell (Kaiapoi-Woodend Ward Councillors).

C Brown (General Manager Community and Recreation), G Stephens (Design and Planning Team Leader), T Stableford (Landscape Architect), K Rabe (Governance Advisor) and A Connor (Governance Support Officer).

There was one member of the public present.

1 APOLOGIES

There were no apologies.

The Chair notified the Board that the report that was laid on the table “Kaiapoi Town Entrance Sign, Corten Steel Panel Artwork, Concept Plan” at the December meeting would be tabled for consideration after the workshop on the same topic.

Moved: R Keetley

Seconded: J Watson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Accepts** the tabled report “Kaiapoi Town Entrance Sign, Corten Steel Panel Artwork, Concept Plan” to enable timely advice to artists on the outcome of their design submissions and to mitigate the further delay to this project.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 8 December 2025

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 8 December 2025, as a true and accurate record.

CARRIED

3.2 Matters Arising (From Minutes)

There were no matters arising from the minutes.

3.3 Workshop Notes of the Kaiapoi-Tuahiwi Community Board – 8 December 2025

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the circulated Notes of the Kaiapoi-Tuahiwi Community Board workshop, held 8 December 2025.

CARRIED

4 DEPUTATIONS AND PRESENTATIONS

4.1 Drucilla Kingi-Patterson – Removal of Parking Williams Street

D Kingi-Patterson attended the meeting to request the Board's support for the removal of a car park outside Studio 90. She advised that buses travelling to and from Christchurch had difficulty safely accessing the bus stop opposite McDonald's on Williams Street due to adjacent car parks, particularly when more than one bus was present. This sometimes caused the second bus to overhang the marked no-go areas near the railway line.

J Watson confirmed that Council staff were investigating the issue and that a report on the possible removal of the parking space was expected in the coming months.

The meeting adjourned at 5.09pm for a workshop on "Kaiapoi Town Entrance Sign, Corten Steel Panel Artwork Concept Approval" and reconvened at 5.50pm.

5 ADJOURNED BUSINESS

5.1 Kaiapoi Town Entrance Sign, Corten Steel Panel Artwork Concept Approval – T Stableford (Landscape Architect)

T Stableford took the report as read.

The Board discussed this matter in a workshop prior to considering the report (refer workshop notes Trim 260216027425).

The discussion covered the design of the wooden frame for the Corten Steel sign, the preferred location, the cost and the overall design.

The Board expressed concern about the cost of the proposed wooden wharf-style backing, which would have required significant expenditure. It agreed instead to reduce the structure to two supporting posts on each side of the sign rather than the proposed full wall. The Board also considered the Corten Steel design options to be overly busy, particularly the boat cut-outs, and resolved to remove these elements and retain only the wording: 'Haere mai – Welcome to Kaiapoi'.

The Board further discussed the existing river rock entrance sign at the southern end of the township, which the original brief proposed removing. It agreed that this sign would be retained for the time being, and that the new signage would be installed at the Smith Street entrance instead.

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the tabled report (trim number: 251127225989).

- (b) **Approves** the artwork concept 1 'Shaped by the River, rooted in heritage' with the following amendments
 - (i) Add 'Haere Mai' before Welcome to.
 - (ii) The removal of the boat image.
- (c) **Notes** that a further report on costings for the amended design and the preferred two-post sign structure will be presented to the Board in the coming months.
- (d) **Notes** that the new signage would be used at the Smith Street entrance to the town and the river rock entrance sign on Main North Road would be retained until further notice.

CARRIED

P Redmond abstained

6 **REPORTS**

6.1 **Applications to the Kaiapoi-Tuahiwi Community Board's 2025/26 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe took the report as read and welcomed any questions.

A Campbell questioned if the radios would be compatible with emergency services. K Rabe would confirm with the Community Watch and report back to the Board.

Moved: P Redmond

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 251222244198.
- (b) **Approves** a grant of \$750 to the Community Watch Kaiapoi Incorporated to purchase four portable radios and to upgrade the radio in the patrol vehicle.

CARRIED

P Redmond commented that the application was worthwhile and acknowledged the valuable contribution Community Watch made to the community.

T Bartle agreed, noting that Community Watch worked diligently and that the funding would enhance the volunteers safety.

7 **CORRESPONDENCE**

Nil.

8 **CHAIRPERSON'S REPORT**

8.1 **Chairperson's Report for December 2025 and January 2026**

J Watson noted the successful Waitangi Day celebration.

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the report from the Kaiapoi-Tuahiwi Community Board Chairperson (Trim: 260209022058).

CARRIED

9 **MATTERS REFERRED FOR INFORMATION**

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 3 December 2025.
- 9.2 Woodend-Sefton Community Board Meeting Minutes 8 December 2025.
- 9.3 Rangiora-Ashley Community Board Meeting Minutes 10 December 2025.
- 9.4 Council Submissions to Central Government Consultations for September and October 2025 – Report to Council Meeting 2 December 2025 – Circulates to all Boards.
- 9.5 Adoption of Community Board Submissions on Resource Management Matters Policy – Report to Council Meeting 2 December 2025 – Circulates to all Boards.
- 9.6 Adoption of Elected Members Expenses Policy – Report to Council Meeting 2 December 2025 – Circulates to all Boards
- 9.7 Elected Member Pecuniary Interests Register – Report to Council Meeting 2 December 2025 – Circulates to all Boards
- 9.8 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
- 9.9 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
- 9.10 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
- 9.11 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
- 9.12 Health, Safety and Wellbeing Report October 2025 to Current – Report to Council Meeting 2 December 2025 – Circulates to all Boards
- 9.13 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
- 9.14 Update to Northern Pegasus Bay Advisory Group Terms of Reference – Report to Community and Recreation Committee Meeting 16 December 2025 – Circulates to all Boards
- 9.15 Arohata te Awa Terms of Reference – Report to Community and Recreation Committee Meeting 16 December 2025 – Circulates to all Boards
- 9.16 Aquatics December Update – Report to Community and Recreation Committee Meeting 16 December 2025 – Circulates to all Boards
- 9.17 Libraries Update to December 2025 – Report to Community and Recreation Committee Meeting 16 December 2025 – Circulates to all Boards

Public Excluded

- 9.18 Request to Bring Forward Budget for the Kaiapoi Bridge Balustrade Upgrade – Report to Council Meeting 2 December 2025 – Circulates to the Kaiapoi-Tuahiwi Community Board
- 9.19 Contract 25/67 – Kaiapoi to Pineacres Path Tender Evaluation and Contract Award Report – Report to Management Team Meeting 15 December 2026 – Circulates to the Kaiapoi-Tuahiwi Community Board

Moved: J Watson

Seconded: H Carroll

THAT the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items 9.1 to 9.17.
- (b) **Receives** the separately circulated public excluded information in Items 9.18 and 9.19.

CARRIED

10 **MEMBERS' INFORMATION EXCHANGE**

R Keetley

- Attended the Waimakariri Biodiversity Trust meeting.
- Attended the Kaiapoi District Historical Society meeting. The secretary was stepping down after 17 years of service.
- Attended the Kaiapoi RSA executives meeting. The main point of discussion was continuing with the Passchendaele walkway planting.

A Campbell

Nothing to report.

S Powell

- The Waimakariri Access Group annual training morning for staff and elected members would be held on Thursday 12 March. The purpose of the training was to raise awareness of disabilities and daily issues experienced by those with disabilities and mobility constraints.

B Cairns

- The popular Silverstream Duck Race was being held on Saturday 21 February 2026.
- The Kaiapoi River Carnival would be held on Saturday 14 March 2026 and would be mainly funded by local businesses.

S Stewart

- The Chair of the Waimakariri Biodiversity Trust had retired and therefor S Stewart had stepped into the role. The Trust was also advertising for a part time coordinator/field person.
- Attended the Arohata te Awa Working Group meeting where they received an update on numerous projects.

H Carroll

- The Darnley Club was updating its constitution due to the changes to the Charitable Trust legislation.

T Bartle

- Attended the Rangiora Community Networking Forum.

P Redmond

- The Annual Plan engagement process would run from 20 March to 20 April 2026 and focused on changes to Local Government, Local Water Done Well, the capital works programme, and the Rangiora Eastern Link.
- A dedicated Council webpage was established to publish all Council submissions on Government bills and consultations

11 **CONSULTATION PROJECTS**

Nil.

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 31 January 2026: \$6,029.

12.2 General Landscaping Budget

Balance as at 31 January 2026: \$46,580.

13 MEDIA ITEMS

Nil.

14 QUESTIONS UNDER STANDING ORDERS

Nil.

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 5pm, Monday 16 March 2026 in the Kaikanui Room, Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 6.15PM.

CONFIRMED

Chairperson

Date

Workshop (5.09pm to 5.5pm and 6.15pm to 6.40pm)

Trim: 260216027425)

- *Town Entrance – Tori Stableford (Landscape Architect) 20mins*
- *Members Forum*
 - *Kaiapoi-Tuahiwi Community Board Plan*