

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION****FILE NO and TRIM NO:** GOV-26-09-06 / 211019168708**REPORT TO:** COUNCIL**DATE OF MEETING:** 1 February 2022**FROM:** Shona Powell – Chairperson Woodend-Sefton Community Board**SUBJECT:** Chairperson's Report for the Period January – December 2021**SIGNED BY:**\_\_\_\_\_  
Department Manager\_\_\_\_\_  
Chief Executive**1 SUMMARY**

The purpose of this report is to inform the Council of the Woodend-Sefton Community Board's activities for the period 1 January to 31 December 2021 in accordance with the Board's Terms of Reference.

**2 RECOMMENDATION****THAT** the Council:

- (a) **Receives** report No. 211019168708.
- (b) **Circulates** a copy of this report to all the Community Boards.

**3 BACKGROUND**

- 3.1 It is customary for Community Board Chairpersons to report their Board's progress and achievements to Council. The final reports for the previous term were presented to the Council at the meeting held 2 February 2021.

**4. ISSUES AND OPTIONS**

- 4.1 The Board has seven members consisting of two Ward Councillors and five elected Board members, who took their oath of office at the Board's Inaugural meeting held on 31 October 2019.
- 4.2 There were 11 scheduled ordinary Board meetings for the period January 2021 to December 2021. No meetings were held in January and due to Covid-19 the meeting in September was cancelled. The Board therefore had 10 ordinary meetings. The Board continued its work on behalf of the community during the Covid-19 lockdown and held various workshops and briefings via Zoom. Four members attended all the meetings held during this time while eight members submitted apologies for meetings they were unable to attend.
- 4.3 The ordinary meetings were usually scheduled for the second Monday of the month. Meetings were held at various venues around the Board's area which included the Pegasus Community Centre, the Woodend Community Centre and the Waikuku Beach Community Hall. A meeting was scheduled to be held at the Sefton Public Hall in October 2021, however due to Covid restrictions the meeting was relocated to the Woodend Community Centre. Four members attended all the meetings held in during this time while three members submitted apologies for meetings they were unable to attend.

- 4.4 The Board also attended numerous workshops and briefings which considered a range of matters including:
- Long Term Plan discussions for both Environment Canterbury and the Waimakariri District Council
  - Representation Review
  - Woodend to Kaiapoi Cycle Routes
  - Landscaping Budget Discussions
  - Gladstone Dog Park
  - Waimakariri Draft District Plan.
- 4.5 The Board made three submissions during the period in relation to:
- Waimakariri District Council 2021/31 Draft Long Term Plan
  - Environment Canterbury's Draft Long Term Plan 2021/31
  - Submission on the Proposed District Plan.
- 4.6 Six deputations were heard and progressed, in relation to:
- Pegasus Community Centre Team
  - J Harland, Chief Executive
  - Service Request system update
  - Speed concerns in Sefton
  - North Canterbury Neighbourhood Support
  - Sefton Hall Committee.
- 4.7 There were a number of significant issues for the Board including.
- Advocating to NZTA for safety improvements on SH1 from the Ashley/Rakahuri River to Pineacres
  - Advocating for the Woodend Bypass
  - Pedestrian/cycle access from Pegasus to Ravenswood shopping area
  - Speed Limit Review
  - Commuter Cycle route from Pegasus to Kaiapoi (especially for students)
  - Pegasus Lake continued seasonal algae bloom.
- 4.8 The Board approved a range of grants to community organisations. In summary the Board received seven applications for funding, during 2021, of which one was withdrawn.

(The financial year runs from 1 July to 30 June.)

Year	Amount Allocated	Approved		Withdrawn	Balance Remaining	Balance Outcomes
2020/21	\$3,840 (as at February 2021)	\$1,547		0	\$2,293	Carried forward to 2021/22 financial year
2021/22	\$6,480	\$1,000		1	\$5,480	Ongoing until 30 June 2022

- 4.9 The following depicts the status of the Board's landscape budget.

BOARD ALLOCATION	STATUS	BUDGET
2020/21 Financial Year	Carried over	\$3,600
2021/22 Financial Year	Allocation	\$12,710

<b>CURRENT PROJECTS</b>		
Woodend Beach Entrance Sign	Commenced (allocation from previous financial year)	\$5,327
Dog Bin and Bag Dispenser	Completed	\$1,600
Tuhaitara Trust Bench	Completed	\$2,800
Welcome to Woodend Signage	Commenced	\$12,810
Owen Stalker Park Information Signs	Pending	\$3,500
Remaining budget to allocate	Current	<b>Nil</b>

- 4.10 Board members attended a number of public meetings and Drop In's which included:  
Long Term Plan public consultations, SH1 safety meetings with Waka Kotahi, Pegasus Residents' Group AGM, Woodend Community Association AGM, District Plan Drop in sessions.
- 4.11 The Board's performance expectations link directly into the Council's Community Outcomes. The four key performance expectations are:
- (1) Develop and promote the Community Board as a vehicle for local residents to seek assistance and advocacy in accessing council services and consultation processes.
  - (2) Develop closer links and relationships with key settlements and groups in the Woodend-Sefton Area, as well as with significant district wide organisations.
  - (3) Develop strategies for the Board to become an effective, cohesive voice in representing the community viewpoint at meetings and policy hearings.
  - (4) To actively participate in council business and the annual budget process to ensure equitable spending across the District whilst being mindful of rates affordability.
- 4.12 By reviewing the 29 reports referred to the Board and decisions against the above listed community outcomes for the period of February 2021 to December 2021 we believe the following table fairly represents the performance outcomes:

<b>Performance Expectations</b>	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
Number of Reports	15	28	11	16

4.13 **Chairperson's comment:**

Planning for the future growth of our communities has and continues to be a key issue for the Board. This includes the need for, and importance of, planning for future community facilities, safety improvements needed on SH1 and the Woodend Bypass, public transport needs, and town planning.

Lockdown for Covid-19 continues to change the way the Board works with the community using technology and applying restrictions in accordance to the traffic light system. The impact of Covid-19 on people, families and communities will continue to be felt for some time and the Board does not underestimate this.

The Board looks forward to continuing the work started on projects such as an appropriate youth facility for the area and ensuring a plan is enacted for the management of Pegasus Lake to enable consent conditions to be met. This would see the Lake as a year-round recreational asset for the District.

I would like to acknowledge the Board for their work and the positive way in which they have worked together for our communities, with the support of Council staff.

- 4.14 There are no implications on community wellbeing by the issues and options that are the subject matter of this report.

## **5 COMMUNITY VIEWS**

### **5.1 Mana whenua**

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report.

### **5.2 Groups and Organisations**

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

### **5.3 Wider Community**

The wider community is not likely to be affected by, or to have an interest in, the subject matter of this report. However, the Board strives to build and maintain a good relationship and Board members therefore regularly attend community meetings and events and take opportunities to gather feedback during these opportunities.

## **6 IMPLICATIONS AND RISKS**

### **6.1 Financial Implications**

There are financial implications of the decisions sought by this report, as the servicing of Community Boards are met within Council's existing Governance Budgets.

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

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

### **6.1 Risk Management**

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

### **6.4 Health and Safety**

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

## **7 CONTEXT**

### **7.1 Consistency with Policy**

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

### **7.2 Authorising Legislation**

Local Government Act 2002 Schedule 7 clause 19 - A Local Authority must hold the meetings that are necessary for the good government of its region or district.

**7.3 Consistency with Community Outcomes**

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

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**

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

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION****FILE NO and TRIM NO:** GOV-26-08-06 / 211221203836**REPORT TO:** COUNCIL**DATE OF MEETING:** 1 February 2022**FROM:** Jackie Watson – Chairperson Kaiapoi-Tuahiwi Community Board**SUBJECT:** Chairperson's Report for the period January to December 2021**SIGNED BY:**  
(for Reports to Council,  
Committees or Boards)\_\_\_\_\_  
Department Manager  
\_\_\_\_\_  
Chief Executive**1 SUMMARY**

The purpose of this report is to inform the Council of the Kaiapoi-Tuahiwi Community Board's (The Board) activities for the period January to December 2021 in accordance with the Board's Terms of Reference.

**2 RECOMMENDATION****THAT** the Council:

- (a) **Receives** report No. 211221203836.
- (b) **Circulates** the report to all the Community Boards.

**3 BACKGROUND**

3.1 It is customary for Community Board Chairpersons to report their Board's progress and achievements to Council. The previous Chairperson's report for the period November 2019 to December 2020 was presented to the 2 February 2021 Council meeting.

**4 ISSUES AND OPTIONS**

4.1 The Board has seven members consisting of two Ward Councillors and five elected Board members, who were sworn to office on 31 October 2019. Although, all four Kaiapoi-Woodend Ward Councillors were active members of the Board by contributing to the discussion at Board meetings, only those Councillors specifically appointed by the Council to the Board were allowed to vote on matters before the Board.

4.2 There were 11 scheduled ordinary Board meetings for the period January 2021 to December 2021. No meetings were held in January and due to Covid-19 the meeting in September was cancelled. The Board therefore had 11 meetings, including one extra-ordinary meeting. The Board continued its work on behalf of the community during the Covid-19 lockdown and held various workshops and briefings via Zoom. Two members were present for all the ordinary Board meetings, while five members submitted apologies for meetings they were unable to attend.

4.2 The meetings were generally held on the third Monday of each month at the Ruataniwha Kaiapoi Civic Centre, and one meeting each were held at the Tuahiwi School and Pines Beach Community Centre.

4.3 The Board also attended numerous workshops and briefings to consider a range of matters that included:

- Kaiapoi Stormwater and Flooding Improvements
- Long Term Plan
- Development of Kaiapoi Central Business District
- The WHOW Project
- Designs for Kaiapoi Stormwater and Flooding Improvements
- Renewal of play equipment at Currie Park
- South Mixed Use Business Area development
- Woodend/Kaiapoi Cycle Routes
- Kaiapoi River Youth Consultation
- Woodend/Kaiapoi Cyclist Routes
- Kaiapoi Memorial Reserve
- Norman Kirk Park
- Swimming in Kaiapoi River
- Kaiapoi Community Hub.

4.4 The Board made three submissions during the period in relation to:

- Waimakariri District Council 2021/31 Draft Long Term Plan
- Environment Canterbury's Draft Long Term Plan 2021/31
- Submission on the Proposed District Plan

4.5 From February to December 2021, the Board heard the following deputations:

- Tsunami Risk Public Engagement
- Jim Harland, Chief Executive
- Service Request update
- Pocket forest development
- Speed concerns on Skewbridge, Flaxton and Mulcocks Road
- Residents of Murray Place, Adderley Terrace and Kynnersley Street
- North Canterbury Neighbourhood Support
- Proposed WHOW Aqua Play Proposal Update
- Vodafone cell tower installations (via Zoom).

4.6 There were a number of significant issues the Board considered including:

- Aqua Play Park Proposal
- Norman Kirk Park Project
- Kaiapoi Community Hub
- Pocket Forest Development
- Decommissioning Dredging Ponds
- New Roads and Parks naming
- Askeaton Reserve and Boat Ramp Upgrade.

4.7 The Board also approved a range of grants to community organisations.

In summary the Board received 18 applications for funding with two withdrawn due to Covid restrictions and two declined, during the period February to December 2021.

(The financial year runs from 1 July to 30 June.)

Year	Amount Allocated	Approved	Declined	Balance Remaining	Balance Outcomes
2020/21	\$2,970 (As at February 2020)	\$2,350	0	\$620	Carried forward
2021/22	\$7,570	\$3,443	2	\$4,127	Until July 2021

4.8 The following depicts the status of the Board's landscape budget.

BOARD ALLOCATION	STATUS	BUDGET
2020/21 Financial Year	Carried over	\$66,380
2021/22 Financial Year	Allocation	\$25,430
CURRENT PROJECTS		
Replacement Ships Wheel	Completed	\$500
Pines Beach Pathway Extension	Completed	\$1,500
Picnic Table at BMX Track	Completed	\$2,000
Patchina's Walkway Upgrade	In Progress	\$6,000
Interpretative Signage	In Progress	\$20,000
Tuahiwi Reserve Development	Pending	\$25,000
Town Entrance Beautification	Pending	\$30,000
Remaining for allocations	Current	<b>\$13,150</b>

4.9 Board members attended a number of public meetings and Drop In Sessions which included:

- Long Term Plan Drop-in Sessions
- District Plan Meet the Planner meetings.

4.10 The Board's performance expectations link directly into the Council's Community Outcomes. The four key performance expectations are:

- (1) Develop and promote the Community Board as a vehicle for local residents to seek assistance and advocacy in accessing council services and consultation processes.
- (2) Develop closer links and relationships with key settlements and groups in the Kaiapoi-Tuahiwi Area, as well as with significant district wide organisations.
- (3) Develop strategies for the Board to become an effective, cohesive voice in representing the community viewpoint at meetings and policy hearings.
- (4) To actively participate in council business and the annual budget process to ensure equitable spending across the District whilst being mindful of rates affordability.

4.11 By reviewing the 51 reports referred to the Board and decisions during the period of February to December 2021 against the above listed community outcomes we believe the following table represents the performance outcomes:

Performance Expectations	(1)	(2)	(3)	(4)
Number of Reports (51)	23	42	23	34



#### 4.12 **Chairperson's Comments**

The Board has focused on the regeneration plans and rebuilding of key infrastructure in the Kaiapoi community, hence its support for the Kaiapoi Residential Structure Plan, the creation of additional parking in Kaiapoi North, various developments in the Kaiapoi River Marine Precinct and many other initiatives. Planning for a change in the use of the former red zone is also making steady progress with the proposed development of the Kaiapoi Community Hub, the WHoW Aquatic Sports Park development and the development of a Heritage and Mahinga Kai area.

The Board also granted a Licence to Occupy to the WHoW Trust for a period of three years to enable Aqualand New Zealand to be established to trial an Inflatable Aquapark on the NCF Reserve, to be operated between the months of October to March with the reserve being reinstated to its former use during the winter months.

The Board endeavoured to build good relationships with its communities by responding to the needs of the residents, demonstrated through the approved Park and Ride facilities in Kaiapoi, the Port and Eagle Licence to Occupy and various speed limit changes in the Board area.

After a rocky start in 2020, the Belfast to Kaiapoi Cycleway has been completed and has proved very popular with cyclists. This cycle route, along with the recently completed Peraki Street cycleway now provides a continuous cycle route from Christchurch to Rangiora, via the Kaiapoi Town Centre, and the Passchendaele Memorial Path. There is some further post-construction works required to mitigate safety concerns raised through the Road Safety Audit, outside Clemance Drilling in Main North Road and will be completed after consultation with the business owner.

The Board wishes to express its support for the Council's leadership during this time of uncertainty after the Covid-19 epidemic and wishes to thank the Council staff for the critical work being done to support communities in need. The period under review has been filled with many challenges and Board members stepped-in to assist their community on numerous occasions.

I believe that in the past months the Board has demonstrated its commitment to the community by not necessarily making the popular decisions, but by making the best decisions for the community as a whole. I wish to thank the Board members for their time, support and dedication over the last 14 months.

- 4.13 There are no implications on community wellbeing by the issues and options that are the subject matter of this report.

## 5. **COMMUNITY VIEWS**

### 5.1 **Mana whenua**

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report.

### 5.2 **Groups and Organisations**

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

### 5.3 **Wider Community**

The wider community is not likely to be affected by, or to have an interest in, the subject matter of this report. However, the Board strives to build and maintain a good relationship and Board members therefore regularly attend community meetings and events and take opportunities to gather feedback during these opportunities.

## **6. IMPLICATIONS AND RISKS**

### **6.1 Financial Implications**

There are financial implications of the decisions sought by this report, as the servicing of Community Boards are met within Council's existing Governance Budgets.

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

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

### **6.1 Risk Management**

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

### **6.4 Health and Safety**

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

## **5 CONTEXT**

### **7.1 Consistency with Policy**

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

### **7.2 Authorising Legislation**

Local Government Act 2002 Schedule 7 clause 19 - A Local Authority must hold the meetings that are necessary for the good government of its region or district.

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

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

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**

Delegation to Community Boards, Part 3, S-DM 1041, Issue 11, as at 25 October 2019.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION****FILE NO and TRIM NO:** GOV-26-11-06 / 211221203561**REPORT TO:** COUNCIL**DATE OF MEETING:** 1 February 2022**FROM:** Jim Gerard – Chairperson Rangiora-Ashley Community Board**SUBJECT:** Chairperson's Report for the Period January – December 2021**SIGNED BY:**\_\_\_\_\_  
Department Manager\_\_\_\_\_  
Chief Executive**1. SUMMARY**

The purpose of this report is to inform the Council of the Rangiora-Ashley Community Board's activities for the period January to December 2021 in accordance with the Board's Terms of Reference.

**2. RECOMMENDATION****THAT** the Council:

- (a) **Receives** report No. 211221203561.
- (b) **Circulates** a copy of this report to all the Community Boards.

**3. BACKGROUND**

- 3.1 It is customary for Community Board Chairpersons to report the Board's progress and achievements to Council. The previous Chairperson's report for the period November 2019 to December 2020 was presented to the 2 February 2021 Council meeting.

**4. ISSUES AND OPTIONS**

- 4.1 The Board has twelve members consisting of four Ward Councillors and eight elected Board members who were sworn to office on 30 October 2019.
- 4.2 There were 11 scheduled ordinary Board meetings for the period January 2021 to December 2021. No meetings were held in January and due to Covid-19 the meeting in September was cancelled. The Board therefore had 10 ordinary meetings. The Board continued its work on behalf of the community during the Covid-19 lockdown and held various workshops and briefings via Zoom. Four members attended all the meetings held during this time while eight members submitted apologies for meetings they were unable to attend.
- 4.3 The ordinary meetings were usually scheduled for the second Wednesday after the Council meeting. All meetings were held either in the Function Room at the Rangiora Town Hall or the Council Chamber at the Rangiora Service Centre.
- 4.4 The Board also attended numerous workshops and briefings which considered a range of matters including:
  - Innovative Streets Project
  - Representation Review
  - Southbrook Safety Improvements

- Procurement Policy Update
- Southbrook Cycle Way Options
- Southbrook Traffic Signals Update
- Cycle Network Plan
- Eastern Bypass.
- Proposed Three Waters Review
- Gambling Policy
- District Plan Submission.

4.5 The Board made three submissions during the period in relation to:

- Waimakariri District Council 2021/31 Draft Long Term Plan
- Environment Canterbury's Draft Long Term Plan 2021/31
- Submission on the Proposed District Plan.

4.6 Five deputations were heard and progressed, in relation to:

- BNZ Corner
- Dudley Redevelopment Project
- Update on the service requests received in the Rangiora-Ashley Ward
- North Canterbury Neighbourhood Support
- Update on Vodafone tower installations (via Zoom).

4.7 There were a number of significant issues for the Board including:

- Rangiora Entrances Beautification
- Southbrook Road Safety Improvements
- Goode Street Upgrade
- Millton Reserve
- The Waimakariri District Cycle Network Plan and Infrastructure Prioritisation Programme
- Charles Upton Drive Parking Issues
- Speed limit reviews undertaken for the Rangiora-Ashley Ward.

4.8 The Board approved a range of grants to community organisations. In summary the Board received 21 applications for funding, during the period February to December 2021.

(The financial year runs from 1 July to 30 June.)

Year	Amount Allocated	Approved	Declined/Withdrawn	Balance Remaining	Balance Outcomes
2020/21	\$11,722 (as at Dec 2020)	\$4,624	0	\$7,098	Carried forward to 2022
2021/22	\$16,970	\$4,750	0	\$12,220	Ongoing until 30 June 2021

4.9 The following depicts the status of the Board's Landscape Budget.

BOARD ALLOCATION	STATUS	BUDGET
2020/21 Financial Year	Carried over	\$1,580
2021/22 Financial Year	Allocation	\$25,430
<b>CURRENT PROJECTS</b>		
Lineside Road Beautification	Completed	\$7,500

<b>CURRENT PROJECTS</b>		
Cust Domain Gardens	Completed	\$6,000
Koura Reserve Poo Pod Dispenser	Completed	\$1,200
Arlington Bench	Completed	\$2,000
Loburn Domain Memorial	Commenced	\$10,600
Milton Memorial Reserve	Pending	\$35,000
Remaining to be allocated	Current	<b>\$27,010</b>

- 4.10 Board members attended a number of public meetings and Drop In's which included: Long Term Plan drop-ins, District Plan meet the planner meetings, Charles Upton Drive residents meeting, West Belt meeting with residents regarding the installation of a bus stop.
- 4.11 The Board's performance expectations link directly into the Council's Community Outcomes. The four key performance expectations are:
- (1) Develop and promote the Community Board as a vehicle for local residents to seek assistance and advocacy in accessing council services and consultation processes.
  - (2) Develop closer links and relationships with key settlements and groups in the Rangiora-Ashley Ward, as well as with significant district wide organisations.
  - (3) Develop strategies for the Board to become an effective, cohesive voice in representing the community viewpoint at meetings and policy hearings.
  - (4) To actively participate in council business and the annual budget process to ensure equitable spending across the District whilst being mindful of rates affordability.
- 4.12 By reviewing the 46 reports referred to the Board and decisions against the above listed community outcomes for the period of February 2021 to December 2021 we believe the following table fairly represents the performance outcomes:

<b>Performance Expectations</b>	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
Number of Reports (46)	20	36	16	34

#### **4.13 Chairperson's Comments**

The previous year has been a busy one for the Board which has not been helped with the ongoing Covid-19 restrictions. The Board is pleased to be able to meet again in the Council Chambers rather than in the Function Room of the Town Hall. Covid-19 is still affecting how the Board operates with more reliance on technology and the following of the restrictions imposed by the 'traffic light' system.

In our rural areas the key issues have been around our water schemes, upgrades to meet the drinking water standards, and our sewerage schemes, with emphasis on upgrades, and linking to the Districts ocean outfall. This includes some of the areas north of the Ashley River.

Traffic flow, particularly in Rangiora, and solutions to that, whether it is for the Southbrook Schools, Southbrook congestion, or pedestrian/cycle safety has been a priority. We are pleased the roundabout on Flaxton/Fernside Roads has been completed, and look forward to the western portions of Flaxton/Townsend Roads being upgraded to provide better, safer access for West Rangiora.

We continue with grants to community groups, and encourage them to see if they may qualify for some assistance with their activities.

The Board worked successfully with the community in opposition to the proposal to quarry at the Rangiora Racecourse, and will continue to advocate for its community in the upcoming year.

The Board acknowledges the help, assistance, and good working relationship with the Mayor, Council and staff.

- 4.14 There are no implications on community wellbeing by the issues and options that are the subject matter of this report.

## **5 COMMUNITY VIEWS**

### **5.1 Mana whenua**

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report.

### **5.2 Groups and Organisations**

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

### **5.3 Wider Community**

The wider community is not likely to be affected by, or to have an interest in, the subject matter of this report. However, the Board strives to build and maintain a good relationship and Board members therefore regularly attend community meetings and events and take opportunities to gather feedback during these opportunities.

## **6 IMPLICATIONS AND RISKS**

### **6.1 Financial Implications**

There are financial implications of the decisions sought by this report, as the servicing of Community Boards are met within Council's existing Governance Budgets.

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

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

### **6.1 Risk Management**

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

### **6.4 Health and Safety**

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

## **7 CONTEXT**

### **7.1 Consistency with Policy**

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

### **7.2 Authorising Legislation**

Local Government Act 2002 Schedule 7 clause 19 - A Local Authority must hold the meetings that are necessary for the good government of its region or district.

**7.3 Consistency with Community Outcomes**

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

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**

Delegation to Community Boards, Part 3, S-DM 1041, Issue 11, as at 25 October 2019.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION**

**FILE NO and TRIM NO:** GOV-26-10-06 / 211223205812

**REPORT TO:** COUNCIL

**DATE OF MEETING:** 1 February 2022

**FROM:** Doug Nicholl – Chairperson Oxford-Ohoka Community Board

**SUBJECT:** Chairperson’s Report for the period January 2021 to December 2021

**SIGNED BY:** \_\_\_\_\_

Department Manager Chief Executive

**1 SUMMARY**

The purpose of this report is to inform the Council of the Oxford-Ohoka Community Board’s (the Board) activities for the period 1 January 2021 to 31 December 2021 in accordance with the Board’s Terms of Reference.

**2 RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** report No. 211223205812.
- (b) **Circulates** the report to all the Community Boards.

**3 BACKGROUND**

- 3.1 It is customary for Community Board Chairpersons to report their Board’s progress and achievements to Council. The last report was presented to the Council at the meeting held 3 February 2021.

**4 ISSUES AND OPTIONS**

- 4.1 The Board has eight members consisting of two Ward Councillors and six elected Board members, who took their oath of office at the Board’s Inaugural meeting held on 31 October 2019.
- 4.2 There were 11 scheduled ordinary Board meetings for the period January 2021 to December 2021. No meetings were held in January and due to Covid-19 the meeting in September was cancelled. The Board therefore had 10 ordinary meetings. The Board continued its work on behalf of the community during the Covid-19 lockdown and held various workshops and briefings via Zoom. Seven members were present for all the ordinary Board meetings with one member tendering apologies for four meetings within this period. Four ‘All Boards’ Briefings were held during the period under review.
- 4.3 The ordinary meetings were usually scheduled for the first Wednesday after the Council meeting was held. The venue for meetings rotated around the Ward and meetings were held at the Ohoka Hall, the Mandeville Sports Centre and the Oxford Town Hall.



4.4 On 31 October 2019, the Board resolved to hold public forums as part of its meetings. Five public forum sessions occurred during 2021, where submissions were made:

Meeting	Presenter	Organisations	Issue
5 May 2021	M Lowe	Oxford Resident	Various concerns around the speed of traffic along Main Street in Oxford.
	F Harman	Oxford Resident	Speed of traffic along Main Street in Oxford.
	C Livermore	Oxford Resident	Safety of pedestrians walking along Main Street in Oxford
	C Walker	Oxford Resident	Speed of traffic along Main Street in Oxford.
9 June 2021	N Thomson	Oxford Resident	Various concerns regarding speed limits on Burnt Hill Road in Oxford
	P Campbell	Oxford Community Night Patrol	Funding of the work being done by the Oxford Community Night Patrol.
7 July 2021	S Baker	Oxford Resident	Lack of visibility of pedestrians during the winter months in the rural areas
4 August 2021	L Richards	Ohoka Resident	Submission to the Outline Development Plan 160 (ODP 160) and the District Plan
6 October 2021	T Fulton	West Eyreton/Swannanoa Resident	Preservation of the remnant of an old railway station of the old Ohoka Oxford Railroad line

4.5 The Board also attended numerous workshops and briefings which considered a range of matters including:

- Update on the Representation Review
- Updated on the progress made with the development of the Heath Hub in Rangiora
- Cycle Network Plan
- Landscape Budget Projects
- District Plan Submission
- Proposed Three Waters Review
- Gambling Policy
- Vodaphone Digital Infrastructure Investment (via Zoom).

4.6 The Board made three submissions during the period under review in relation to:

- Waimakariri District Council 2021/31 Draft Long Term Plan
- Environment Canterbury's Draft Long Term Plan 2021/31
- Submission on the Proposed District Plan.

4.7 The Board heard deputations on the following issues:

- High level overview of Mandeville Sport Centre's Strategic Plan
- Update on the service requests received in the Oxford-Ohoka Ward
- North Canterbury Neighbourhood Support.

4.8 There were a number of significant issues the Board considered including:

- The Oaks Reserve Master Plan 2020
- Locations for EV charger installation in Oxford
- Tram Road safety improvements and road infrastructure in the western side of the district
- Development of Multi-use paths in rural areas
- Road works on North Eyre Road
- Safety improvements at the five roads intersection in Mandeville (No 10, McHughs and North Eyre Roads)
- Speed limit reviews undertaken for the Oxford-Ohoka Ward
- The Waimakariri District Cycle Network Plan and Infrastructure Prioritisation Programme
- Extension of the Oxford Health and Fitness Centre Building at Pearson Park, Oxford
- Development of the West Oxford Reserve Toilets.

4.9 The Board approved a range of grants to community organisations.

In summary the Board approved 19 applications for funding, during the period January 2021 to December 2021. The total funding allocated for the period was: \$8,643.

(The financial year runs from 1 July to 30 June.)

Year	Amount Allocated	Approved	Declined	Balance Remaining	Balance Outcomes
2019/20	\$7,636 (As at Dec 2020)	\$4,710	Nil	\$2,926	Carried forward to 2022
2021/22	\$8,820	\$3,933	Nil	\$4,887	Until July 2022

4.10 The following depicts the status of the Board's Landscape Budget.

Oxford Ohoka General Landscaping Budget				2021/22
<b>Oxford Ohoka Community Board Available Funds</b>				
2020/21	General Landscape Budget	Carry Over	\$2,890	\$2,890
2021/22	General Landscape Budget	New Allocation	\$12,710	\$9,210
<b>Oxford Ohoka Community Board Current Projects</b>				
	Oxford Bike Stands	Complete	\$2,000	\$0
	Main Street Seat	Complete	\$2,600	\$1,050
	Mandeville Fence	Complete	\$3,500	\$0
	The Oaks Reserve Development	In Progress	\$9,200	\$1,680
	Oaks Reserve West Eyreton	Pending	\$5,000	\$5,000
<b>Oxford Ohoka Community Board Remaining to allocate:</b>				<b>\$13,150</b>

4.11 Board members attended a number of public meetings and Drop-in Sessions which included:

- The Park and Ride Opening Day
- Community Barbeques
- Environment Canterbury Community Engagement meetings
- Council 2021/31 Long Term Plan Community Engagement sessions
- Hui at Tuahiwi Marae
- ANZAC Day Services
- Blessing of Stadium Waimakariri.

4.12 The Board's performance expectations link directly into the Council's Community Outcomes. The four key performance expectations are:

- (1) Develop and promote the Community Board as a vehicle for local residents to seek assistance and advocacy in accessing council services and consultation processes.
- (2) Develop closer links and relationships with key settlements and groups in the Oxford Ward, as well as with significant district wide organisations.
- (3) Develop strategies for the Board to become an effective, cohesive voice in representing the community viewpoint at meetings and policy hearings.
- (4) To actively participate in council business and the annual budget process to ensure equitable spending across the District whilst being mindful of rates affordability.

- 4.13 By reviewing 35 reports referred to the Board and decisions for the period of January 2021 to December 2021, against the above listed community outcomes we believe the following table fairly represents the performance outcomes:

<b>Performance Expectations</b>	<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
Number of Reports (35)	17	12	10	15

#### **4.14 Chairperson's Comments**

The Board strove to build and maintain good relationships with its community by responding to the needs of the community, hence the approval of the Oaks Reserve Master Plan 2020, the revised locations for the electric vehicle charger installation in Oxford and the extension of the Oxford Health and Fitness Centre Building at Pearson Park.

The Board submitted detailed submissions on Environmental Canterbury and the Council Draft 2021/31 Long Term Plans, including, among others, Oxford rural dog exercising area, multi-use footpaths and cycleways, the Skate Park in Oxford, rural communities and West Eyreton pit. The development of a rural dog exercising area in Oxford has been a priority of the Board since 2010, and the Board was pleased that funding was allocated to the project in the Council's 2021/31 Long Term Plan.

Oxford residents have addressed the Board numerous times on the speed motorists are travelling through Oxford Township. The Board's responsibility is to advocate for the community; therefore, on behalf of the residents, the Board specifically requested that the public be consulted on a 40km/h speed limit for Main Street, Oxford. The Board was disappointed that the Council disregarded its recommendation and retained a 50km/h speed limit on Main Street, from Burnett Street to Bay Road in Oxford.

The Board supports the Council's opposition to the Government's proposed Three Waters Reform model. There was a clear message from communities that they did not support the proposed reform. Board members can also attest that residents in the Oxford-Ohoka Ward are not happy about the proposed loss of control over rural water supply infrastructure.

During the past months, the Board continued to support local community groups through Community Board Grant Funding, with Board members actively promoting the available funds.

The Board would like to acknowledge the work done by the Council in supporting the community during the continuing Covid-19 pandemic and during the major flood event in June 2021. The period under review has again been eventful. However, I believe that the Board has professionally handled this situation.

I wish to thank the Board members for their support and dedication over the last 12 months. I know that the Board will build on its successes during the remainder of its term.

- 4.15 There are no implications to community wellbeing by the issues and options that are the subject matter of this report.

## **5 COMMUNITY VIEWS**

### **5.1 Mana whenua**

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū are not likely to be affected by, or have an interest in the subject matter of this report.

### **5.2 Groups and Organisations**

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

### 5.3 **Wider Community**

The wider community is not likely to be affected by, or to have an interest in, the subject matter of this report. However, the Board strives to build and maintain a good relationship and Board members therefore regularly attend community meetings and events and take opportunities to gather feedback during these opportunities.

## 6 **IMPLICATIONS AND RISKS**

### 6.1 **Financial Implications**

There are financial implications of the decisions sought by this report, as the servicing of Community Boards are met within Council's existing Governance Budgets.

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

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

### 6.1 **Risk Management**

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

### 6.4 **Health and Safety**

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

## 7 **CONTEXT**

### 7.1 **Consistency with Policy**

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

### 7.2 **Authorising Legislation**

Local Government Act 2002 Schedule 7 clause 19 - A Local Authority must hold the meetings that are necessary for the good government of its region or district.

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

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

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**

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

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

**FILE NO and TRIM NO:** RDG-32-79 / TRIM 211124187890

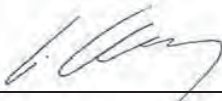
**REPORT TO:** Rangiora-Ashley Community Board

**DATE OF MEETING:** Wednesday 8<sup>th</sup> December 2021

**FROM:** Don Young, Senior Engineering Advisor  
Jig Dhakal, Project Engineer

**SUBJECT:** Southbrook Road Safety Improvements Let's Talk Feedback

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



Department Manager



Chief Executive

## 1. **SUMMARY**

- 1.1 The purpose of this report is primarily to present feedback from the consultation process and request the Board's recommendation to Council to proceed to the detailed design stage, and secondly to recommend to Council to approve the Terms of Reference for the Southbrook Road Improvements Reference Group (Reference Group).
- 1.2 The Southbrook Road Improvements Working Group (Working Group) had previously authorised the staff undertaking consultation and since then, staff have been meeting with the community. This work includes the traffic signals and the additional traffic calming measures on the side roads.
- 1.3 The "Let's Talk" consultation processes commenced, seeking feedback from directly affected parties, including schools, businesses and property owners on Southbrook Road, Torlesse Street, Coronation Street, Marshall Street, Denchs Road and Buckleys Road, and included two drop-in sessions.
- 1.4 The Lets Talk feedback closed on the 25<sup>th</sup> of November, one day prior to the agenda close for RACB meeting. However as of 30<sup>th</sup> November no further feedback has been received.
- 1.5 The Working Group has met to discuss feedback and this report and these attachments reflect any commentary from it.

### Attachments:

- i. Southbrook Road Consultation Feedback (TRIM 211125188594)
- ii. Southbrook Road Consultation Feedback - Rangiora Hire Questions and Councils Response Feedback. (TRIM 211117183814 and TRIM 211125188652)
- iii. Southbrook Road Consultation Scheme Design Drawings (TRIM 211124188427)
- iv. Southbrook Road Reference Group Terms of Reference (TRIM 211130190876)

## 2. RECOMMENDATION

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. TRIM 211124187890;
- (b) **Recommends** to the Council to adopt the Southbrook Road Traffic Signals and associated works as shown on the Southbrook Road Consultation Scheme Design (TRIM 211124188427).
- (c) **Recommends** to the Council to authorise staff to proceed with detailed design stage..
- (d) **Recommends** to the Council to approve the Terms of Reference for the Southbrook Road Reference Group.
- (e) **Notes** this traffic signal project is about road safety and not road improvements. The longer term strategy for the future traffic improvements on Southbrook Road will be considered in the next stage of this project.
- (f) **Notes** that consultation feedback was overall positive for the traffic signals. However, many respondents indicated that they were eager to see a long term strategy for Southbrook Road and the surrounding area progressed.
- (g) Notes the Working Group is now turning its attention to the medium/long term issues associated with the future traffic improvements on Southbrook Road. To do this it will establish a Reference Group that includes a range of stakeholders to discuss the issues. This will happen in the New Year once Council has approved the Terms of Reference for the Southbrook Road Reference Group.

## 2. BACKGROUND

- 2.1. The Council has long been aware that there are a number of issues relating to the performance of Southbrook Road. In particular these are associated with vehicle congestion for through traffic, pedestrian safety, vehicle access onto Southbrook Road, lack of cycling facilities, lack of room for public transport, and access to businesses.
- 2.2. The Council has previously allocated a budget towards considering improvements to Southbrook Road and \$50,000 is available for expenditure in 2020/21, for the investigation and design phases of the project.
- 2.3. A previous report (210315043232) to Council in May 2021 sought to establish a Southbrook Road Improvements Working Group, and endorse the Concept Design.
- 2.4. Following approval of the Council report in May, the Southbrook Road Improvements Working Group has been established. The group comprises the Mayor, the Roading Portfolio Holder, the Chair of the RACB, and Staff.
- 2.5. The Working Group has met on a number of occasions, and has further developed the concept, and a communication plan for advancing this issue. As part of the communication plan, a "Let's Talk" consultation process was undertaken. This process included two drop in sessions on Monday 15<sup>th</sup> November 2021, in which all directly affected residents and businesses were invited to attend.
- 2.6. The Working Group has now requested that the staff report to the RACB on the consultation results prior to Christmas, and make recommendations to the Council on the Scheme Design.
- 2.7. The Working Group is now turning its attention to the medium/long term issues associated with the future traffic improvements on Southbrook Road. To do this it will establish a Reference Group that includes a range of stakeholders to discuss the issues. This will happen in the New Year once Council has approved the Terms of Reference for the Southbrook Road Reference Group.

### 3. **ISSUES AND OPTIONS**

- 3.1. Since the start of November, staff have been preparing the consultation for Southbrook Road Improvement Design. As agreed by the Working Group, we provided information to the wider community about the traffic lights on the Website, Community Newspaper and Facebook. We also conducted targeted engagement directly with affected parties including businesses, schools and property owners on Southbrook Road (between South Belt and Pak'nSave lights), Torlesse Street, Marshall Street, Denchs Road, Coronation Street, Buckleys Road and all cul-de-sac roads on Buckleys Road. This targeted engagement was specifically to seek feedback on the traffic calming measures and other proposed changes to the streets around the intersection. Specific information regarding the consultation is provided in section 4.3.
- 3.2. The following options are available to the Rangiora-Ashley Community Board:
- i. Recommend to the Council that it approves the project to be progressed to detailed design and continue to work on the wider Southbrook Road Improvement Project to improve congestion.
  - ii. Recommend to the Council that it rejects the design and investigate feasibility of underpass and over pass. This option is not recommended as it is not practical and is cost prohibitive. Reasons include: service clashes, land purchase to achieve entry and exit, wheelchair accessibility, anti-social behaviour and drainage issues.
  - iii. Recommend to the Council that it rejects the design and mandates staff to further investigate four laning of Southbrook Road and Eastern Link Road. This is not recommended as this does not achieve the aim of the project which is safety of pedestrians crossing the road.
- 3.3. If the recommended option is chosen, the proposed timeline for the project is outlined below. It is noted that this timeline is subject to Covid-19 Alert Levels. If alternative options are chosen, this will result in significant delays on the project.

*Table 3.1: Project timeline*

<b>Date</b>	<b>Item</b>
25th November 2021	Consultation Closes
29th November 2021	Working Group Meeting
9th December 2021	Rangiora Ashley Community Board Meeting
1st February 2022	Council Meeting
February – May 2022	Detailed Design
June to September 2022	Tender
September Council meeting	Tender Award
Mid - October 2022	Construction Start
March 2023	Construction Complete.

- 3.4. The Management Team have reviewed this report and support the recommendations.

### 4. **COMMUNITY VIEWS**

#### 4.1. **Implications for Community Wellbeing**

This report has implications on community wellbeing as the primary purpose of this project is to improve safety for pedestrians who cross Southbrook Road, particularly the school

children from New Life School, Southbrook School and Kindercare. Children are one of the most vulnerable members of our community, and are currently operating a kea crossing which is a high risk on a road of this usage.

#### 4.2. **Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to be generally affected by subject matter of this report, but have not been specifically consulted. In other areas they have expressed concern about road safety, and therefore staff intend to brief Runanga at their next regular meeting.

#### 4.3. **Groups and Organisations**

The upgrading of this intersection will be a key action in the ongoing development of Southbrook and the surrounding area.

The two schools and Kindergarten at Southbrook accommodate approximately 1000 children. Traffic lights at Southbrook Road and Torlesse/Coronation Streets will replace the current kea crossing and create a safe place for these children to cross the road as well as providing a way for resident traffic to safely enter and exit Southbrook Road.

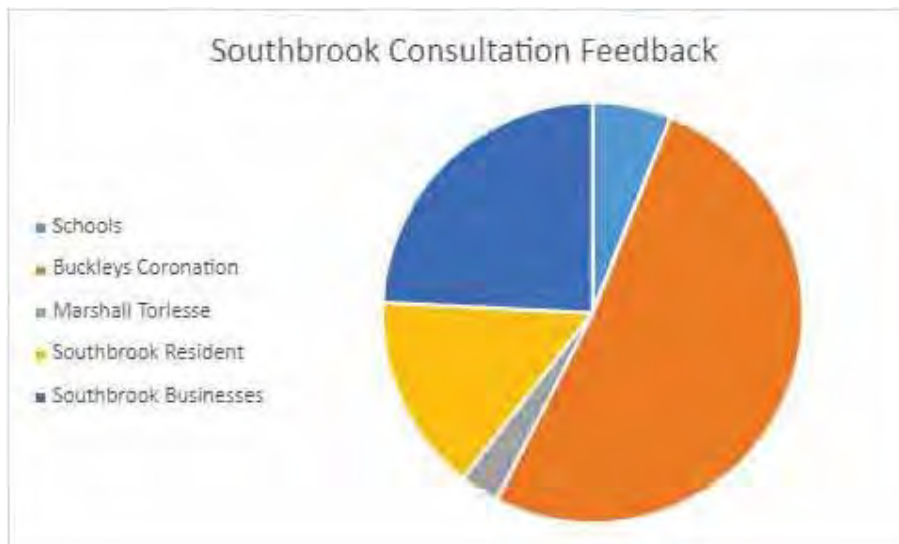
The views of the local businesses and residents were sought in November 2021. This was sought via flyers hand delivered to businesses, one-one conversations where requested, and two drop-in sessions on the 15th November 2021.

The consultation process involved Let's Talk feedback and two drop in sessions, one for the businesses and one for both businesses and residents. Council received feedback from 32 businesses and residents through the following platforms. Note the table does not include comments from the Facebook page.

*Table 4.1: Southbrook Road Consultation Feedback Counts (as at 24/11/2021)*

<b>Consultation Platform</b>	<b>No. Residents</b>
Let's Talk Submission	4
Drop-in Session	24
Email	3
One to one meeting	1
Facebook	Not included





*Figure 4.1: Southbrook Road Consultation Feedback Counts from each Local Groups (as at 24/11/2021).*

The general theme from the consultation consisted of the following comments:

- Agreement that traffic signals will improve safety to pedestrians and vehicles.
- Concern that the project will not improve the congestion.
- Requests to accelerate the project timeline for the Eastern Link Road or investigate four laning of Southbrook Road.
- Suggestion for underpass or overpasses for pedestrians as an alternative to signalising the intersection.

In addition to the comments above the general consultation feedback from each local group varied.

#### *Businesses on Southbrook Road*

- Businesses concerned with vehicles unable to turn into and out of their properties due to the congestion. Requests for keep clear signs and markings on driveway frontages.
- One business in particular was very concerned about the negative impact of the lights on their business. A wide range of comments and questions were raised which have been responded to by staff (see separate attachment). The staff will continue to work with that business to figure out ways to mitigate the effects.

#### *Schools*

- Full support of the traffic signals project, and the one way design together.
- Comments from the two schools to slightly alter the locations of the pedestrian crossing points on Marshall Street.

#### *Residents of Southbrook Road*

- Agreement that traffic signals will improve urbanisation, reduce speeds and increase safety.
- Requests to accelerate the project timeline for the Eastern Link Road, rather than the four laning of Southbrook Road due to tight road corridor.
- Concerns regarding property access due to loss of parking outside frontage.

- Two residents noted that the new signal is proposed where the original 1960s school crossing was.

*Residents of Coronation Buckleys Road*

- Agreement that traffic signals will improve urbanisation, reduce speeds and increase safety.
- Concern regarding rat-running on Coronation and Buckleys
- Concern regarding the number of speed humps on Buckleys Road.

*Residents of Marshall Torlesse*

- Agreement about the safety improvements as a result of the traffic signals.
- Comments asking about future cycling connections to the town centre and key destinations.

**4.4. Wider Community**

- The consultation did not seek feedback from the wider community. The wider community were informed of the project through online channels and the local newspapers.
- Southbrook Road is a main arterial road into Rangiora and the planned upgrades will inevitably have an impact on commuters, as well as local businesses and communities.
- The proposed lights have been modelled to ensure that the effect on commuters is understood, and phasing of lights will be implemented to try to minimise further delays.
- During construction, delays to travel times and restricted access to properties along the road should be expected. The staff are doing more work on this and will continue to discuss approaches with the Working Group as the thinking develops.

**5. IMPLICATIONS AND RISKS**

**5.1. Financial Implications**

- There are financial implications of the decisions sought by this report. The Council currently has \$50,000 budgeted in 21/22, and \$1.8mill in 22/23.
- This budget is included in the Annual Plan and Waka Kotahi (NZTA) has approved this works within their Low Cost Low Risk budget.

**2.1. Sustainability and Climate Change Impacts**

- The recommendations in this report do have sustainability and/or climate change impacts. Allowing better access for vehicles on and off Southbrook road will reduce emissions. Improving pedestrian safety will encourage more active modes for travel.

**5.2. Risk Management**

- There are risks arising from the adoption/implementation of the recommendations in this report.
- Construction is likely to cause some delays on Southbrook Road. The staff are still consider the full impact of this and will develop approaches to mitigate. This will include a mixture of timing of the works including some night works. Careful

traffic management planning and suggested detours. Some of the approaches that maybe implements include:

- The contractor will be advised to keep Southbrook Road open two way for the whole construction with the exception of night works which cannot be undertaken with two lanes open.
- As Southbrook Road is a residential location, the works is not proposed to be fully night works due to noise concerns.
- Staff are proposing to put the project out such that the construction can begin in summer 2022. This allows more day light hours and warmer hours over night for road seal to be constructed as night works. This is the recommended approach to ensure the physical works are constructed to be best quality and minimal rework required.
- There is a risk to Council associated with the adoption of this report, in regards to the expectations from the businesses, and the wider community that use Southbrook Rd. There may be an expectation that the installation of traffic signals will help ease congestion along this route. All future communication will require to clearly state that this project is safety project and not intended to address the existing congestion issues. This will also advise of planning for future investigations.

### 5.3. Health and Safety

- There are health and safety risks arising from the adoption/implementation of the recommendations in this report.
- The project will follow all relevant Council polies, procedures and guidelines relating to Health and Safety.

## 6. CONTEXT

### 6.1. Policy

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

### 6.2. Legislation

- Land Transport Management Act
- Local Government Act 2002.

### 6.3. Consistency with Community Outcomes

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

- There is a safe environment for all
- Transport is accessible, convenient, reliable and sustainable
- Core utility services are provided in a timely and sustainable manner

### 6.4. Authorising Delegations

- The Rangiora-Ashley Community Board has the authority to make recommendations to the Council and Standing Committees on local implications of such policies, projects and plans, which have district-wide impacts and are referred to the Board for comment.

## Consultation Feedback

Comment	Comment from	Staff Thoughts	Councils Response to Submitter
Please remove the pedestrian crossing on Southbrook Road. This could encourage children to cross here instead of the lights, therefore the principle would feel obligated to operate kea crossing at this location.	New Life School	Remove island	Removed From Concept Design Drawings
The crossing on Marshall near Denchs is not used often. Consider removing as not required	New Life School	Will be considered as part of detailed design	No immediate action: Will be considered as part of detailed design
The busses struggle to get through marshall street because it is so tight. Consider removing parking on one side of Marshall Street to make the road wider	New Life School	Will be considered as part of detailed design	No immediate action: Will be considered as part of detailed design
The paved area near the school gets some dangerous behavior such as three point turns. Consider removing the kerb cut down or widening the intersection to allow for the roundabout or a curve to make sure the road uses understand that Denchs and Marshall is one way.	New Life School	Will be considered as part of detailed design	No immediate action: Will be considered as part of detailed design
Reduce the posted speed limit in the area to 30km/hr	Southbrook School	The current speed limit in this area during school pick up and drop off is 40km/hr. 1. We have some work to do to determine the extents of speed limit changes around schools and the infrastructure required to support these lower speeds. 2. As we have not yet done this work we are very hesitant to tie it to this project. 3. There is also a separate process for changing speed limits which we would have to go through. This takes time. 4. The level of investment required will also impact timing.  It would not be a good outcome for this safety improvement to get held up over this issue and as such my advice would be that the two are progressed separately however we will consider speeds limits as soon as we can.	No action at the moment. Will be considered as part of the separate speed limit review
Shift Marshall Street courtesy crossing to the gate entry to the school.		<ul style="list-style-type: none"> <li>• Prior to the Innovating streets project, the Marshall St crossing was at this point near the gate. There was issues with the neighbour driveway conflicting with the crossing. The neighbour was concerned with this as she experienced children running out when she is driving out from her driveway. As part of the project, we straightened the crossing, and shifted it away from the driveway slightly.</li> <li>• With the new location of the crossing, we had installed the temp planter build outs. Southbrook identified the planter boxes conflicted with issues with access for their service vehicles (dentist van and emergency vehicles), as this is the gate they use for entry.</li> <li>• During the innovating streets project consultation, children identified there was not enough stacking space on the footpath for the crossing, and that they have to stand in the garden. We considered shifting the gate/fence in school property, however due to the location of the services this was only possible if we replace the fence to a different size. Further discussion required with Julie regarding her reasons for keeping it at current location</li> </ul>	Resolution: Staff have held a meeting with the principal and advised new footpaths will be constructed. She is now in support of the new crossing locations.
Location of the Torlesse crossing requires further discussion		The proposed location has moved closer to Marshall St. This is due to the inherent lack of safety with a crossing in the middle of angle parking, as well as the shorter crossing distance in the proposed location	Resolution: Staff have held a meeting with the principal and advised new footpaths will be constructed. She is now in support of the new crossing locations.
Could the Southbrook schools keep the planter boxes if they are to be removed?		Agreed. This should be fine - the Council would have limited need and will save money to move them.	Action: Staff to arrange with School.
Raised concerns regarding property access. Currently reverses out into the parking lane and concerned that reversing into cycle lane and live traffic lane will be hazardous. He accepts the project, and wasn't making a big deal of the concern.	Resident	This is a valid point. The staff need to assess every property that will have the parking lane removed to confirm whether or not vehicles can turn around within the property. If they cannot, we should consider approaching each property owner about options to modify their driveways (within their property) to accommodate turning within their property. If this can be done, we could consider pull-off bays to allow vehicles this manoeuvring space within the cycle lane. If this is required, they should be positioned to encourage reversing into the properties rather than out of the properties.	Action: Staff to assess each property and where necessary discuss options internally and then with Working Group
Raised concerns regarding the large tree on his neighbouring property. Admitted this isn't a health and safety issue.	Resident	Paul and Jim have looked at this tree. This tree is on private property. Any low hanging branches which are over into Council boundary can be trimmed. This has been passed onto the greenspaces team to check if there is trimming required.	No action required
That the left turn from Southbrook Rd into Coronation St could be banned to further reduce the rat-running.	Resident	The majority view appears to be to retain this left turn, and staff agree. However if issues continue we could investigate this. At this stage staff consider retaining all movements at this intersection would be preferable.	No action required
Buckleys Rd / South Belt Intersection No stopping lines that were previously installed on eastern side of intersection were not reinstated following recent works.	Resident	Staff generally agree	Action: staff have confirmed previous extent and will reinstate
Request for centreline along Buckleys near Brookvale	Resident	Staff generally agree	Action: staff will implement
Request for pedestrian refuge island on South Belt, west of the Buckleys Rd intersection.	Resident	Currently this is out of scope for the project. However a refuge at this location would be a good fit with the location of the new bus stop in the area.	Action: add to deficiency database
Buckleys Rd / Coronation St o Request for a splitter island to prevent corner cutting by rat runners	Resident	Width at intersection is approx. 7m, so too narrow for a splitter island so if this was to proceed we would require additional kerbworks. Consider if needed in the future	No action required
Coronation Street outside Nissan / Mitsi dealer Consideration to be given for the loading / unloading of car transporters.	Resident	The RC noted that no large vehicles will be loading/unloading at the nissan dealership.	Action: staff to confirm space availability and report to Working Party
Highfield Lane - Large tree, valued by residents. Tree roots damaged by lawn mowers. This may require additional topsoil and seeding over the roots.	Resident	Staff not aware of this issue - Paul W will investigate	No action required
Concerned that the project was not addressing the congestion issues	Resident	Noted	No action required
Increasing law enforcement for cell phone users	Resident	Noted	Action: Paul W to raise with road safety committee
Consider variable speed limits to help signal phasing	Resident	This will need considering as part of the speed limit reviews and look at the signal phasing as part of detailed design.	No immediate action: Will be considered as part of detailed design
Provided feedback that the notice advised that businesses had been consulted, when that was not true for all businesses.	Resident	Staff confirm the notice was misread, as it advised the letter and drop-ins was the consultation. Staff will be working on a	No action required
Advised his customers cannot turn right out the motels, and requested a "Keep Clear" zone similar to the request from Rangiora Hire & the Mill from the morning session	Rangiora Motel	The request for "Keep Clear" zones is relatively complex and requires careful consideration. The national guidance on these is to use sparingly at intersections and emergency service entrances as they can quickly become over-used and ignored. We note that there are likely to be a number of other businesses around the District (and even on Southbrook Road) who could make a case for a similar solution, and this may cause more issues than it solves. Staff will give further consideration to the matter and will make a recommendation to the Working Group on this solution, including possible criteria for when it may be installed.	Action: staff will investigate the NZTA guidelines, develop some criteria and report to Working Group
All residents I spoke to were supportive of the proposal. Their concerns were primarily around speed and rat-running, particularly on Buckleys Rd. Specific concerns noted above.	Resident	Noted	No action required

Businesses feel that the project is not addressing the congestion issues, and could make their situation worse. In the short term it would be good to see what tweaks can be made south of the Torless St intersection to minimise impacts (even if these are existing)	Resident	Noted	No action required
Lights will help a lot - very supportive. Lives on Southbrook Rd - has to turn left to get out of driveway - pleased to see dedicated right turn at lights into Coronation St as that will allow her to head back into town	Resident	Noted	No action required
Very supportive of lights	Resident	Noted	No action required
Very supportive of lights	Resident	Noted	No action required
Request for full pedestrian crossing at Buckleys where the new threshold will go in beside South Belt	Resident	This would not meet the usage threshold for formal crossings - a threshold will improve the situation.	No action required
Concern about the visibility of children on bikes and scooters coming out of pearson and on to Buckleys.	Resident	This may be an issue, but will reduce once kea crossing removed - monitor	No action required
Generally in support of the idea	Resident	Noted	No action required
However, very critical that it wont solve the main problem of congestion	Resident	Noted	No action required
Suggested considering an overpass at Denches across Southbrook	Resident	Staff have considered an overpass and it is unpractical and not economic	No action required
A range of issues and queries detailed on a separate response	Rangiora Hire	As per the attached response	As per the attached response
There is a new footpath being constructed down Coronation Street in front of our dealership, and the initial plan is the footpath is located directly beside the road, which creates a pedestrian hazard in our opinion. We feel the footpath should be located further away from the roadside to create a buffer for pedestrians	Nissan-Mitsubishi	Staff do not agree that there is sufficient space to move the footpath due to the location of the street trees. The location of the footpath is governed by the minimum width of the footpath 1.8m. Due to the location of the trees, instead they propose taking a financial contribution from the dealership an installing the footpat as part of the cycleway network plan.	Action: Staff to discuss with business re taking a contribution to build a shared path as part of the cycleway network plan
No parking to be created along the southside of Coronation Street to assist with vehicle vision when pulling out	Nissan-Mitsubishi	Staff will look at this further to understand if there is imparement to sightlines.	Action: staff to check sightline from the dealerships Coronation Street accessway and report to Working Group
The trees on the corner of Coronation Street (south side) will block vision for vehicles pulling out from our dealership into Coronation Street. We suggest these are removed or at least trimmed to create a clear line of sight for all traffic	Nissan-Mitsubishi	Staff will look at this further to understand if there is imparement to sightlines.	Action: staff to check sightline from the dealerships Coronation Street accessway and report to Working Group
I see that you are completely removing the parking outside of my property, and that it appears that you are only allowing a bicycle lane between the traffic and the footpath. The only way I can enter my property is by backing into it, and this is going to cause me massive problems. It also means that I will have no parking whatsoever for visitors or friends. My property used to be the Southbrook Public Library and is especially narrow at 8.2 meters which does not give me space to drive onto my property and to turn around to exit back onto Southbrook Road. Of all the residences facing onto Southbrook Road I am clearly going to be the most affected. For me to even try to accommodate this problem is going to cost me substantial amounts of money, of which I do not have! Even then I don't believe it is achievable, and it will also cost me financially in terms of a loss of value to my property.	Resident	Staff will need to look at ways to modify this driveway (within their property) to accommodate turning within their property.	Action: Detailed design to consider adjustments to this property.
Regarding the Eastern Bypass, I really can't see how the Council can ignore it any longer. With approximately 1200 odd homes to be built north of Kippenburger Ave., in the near future, how could this not be included? The traffic into North Loburn, Ashley, Sefton, besides others, has to funnel down through Southbrook to the Northern Motorway everyday, as you will be acutely aware, and I think that not only should the load be eased from Kippenburger Ave., but also from those regions by taking the road all the way through to the Ashley Bridge. This would significantly reduce the loading down through Rangiora and Southbrook. The Western Bypass is having an effect, but the loading could be further reduced by running the road all the way up to Coldstream road and having an addition to get it across the bridge	Resident	Noted	No Action
I have lived my life in Southbrook since 1970, so I am well aware of what has happened to what was once a sleepy little town. Surely the Eastern Bypass should be developed before the four laning. I say that, not because of what it will do to my property, but because I think that the town needs multiple routes instead of investing in just the current one, and the diminutive one to the west.	Resident	Noted	No Action
Hi Jig, thank you for your work on this. I am wondering how calm does the traffic need to be in Buckleys Road? Could we go for 2 speed bumps instead of 4. I am a resident of Highfield Lane & I'll be forever out there driving over speed bumps & a hump in Buckleys Road. Thanks, kind regards	Resident	Will be considered as part of detailed design	Action: Detailed design to consider number of speed humps
Agree with traffic lights at the intersection, as well as proposed one way system on side streets. Would like to see underpass from Torlesse to Coronation for cyclists & pedestrians. Would also like to see "No Parking" on Southbrook Road (from Flaxton to 5th Belt) to create 4 lanes.	McAlpines	Noted	No Action required
An alternative route to the schools and highway is a must. At the moment they have NO choice but to go onto Southbrook Road. Busiest time is school time in & out	Resident	Noted	No Action required
In my opinion 4 speed bumps on Buckleys Road is "overkill". Two would be ample to slow those few speedsters down. As for the "rat runners" I can't see any problem with them. It's mainly around school drop off and pickup times, so certainly not all day and night. If we had the traffic flow that those living on Southbrook Road have, we would have something to complain about. At least the few cars which use Buckleys Road eases that problem slightly.	Resident	Will be considered as part of detailed design	Action: Detailed design to consider number of speed humps

Good morning

My name is [REDACTED] and our business is Rangiora Hire. We own 15, 17 and 19 Southbrook Road and have both lived and work here for over 20 years.

Rangiora Hire has on average 80 vehicles in and out of our premise daily with 60% of them towing equipment on trailers.

We are open 361 days per year, 73 hours per week. We need customers to survive. If the road gets more congested we will lose customers.

YES there is a traffic issue on Southbrook Road; the school is only a small part of it. The volume of traffic needs to be managed.

**1. Have you looked at any other way of getting school children across the road?**

- **Underpass**
- **Overpass**
- **walking 300m north to the South belt traffic lights**

When considering the safety issue on Southbrook, the Council considered a number of options including new traffic lights in different locations and the options you have mentioned.

The underpass option was discounted quickly for a number of reasons

- It would clash with a number of services in the road including a mixture of the following
  - Sewer (675mm)
  - Stormwater (Ranges between 450mm and 675mm)
  - Sewer (150mm)
  - Water(150mm)
  - (Of these the gravity pipes would be major obstacles with few practical alternatives)
- It would require land at each end to provide sufficient entry and exit ramps, requiring purchase of two properties
- It would be a significant safety issue with potential for vandalism, graffiti and unsocial behaviour
- It would have significant drainage issues, being at least 3m below ground level (and therefore probably 2m below water table at times)

- In summary it would be not practical and would be cost prohibitive, in particular because of the services, the additional land and the drainage.

The overpass was also discounted quickly for a number of reasons

- It would need to have a height to underside of approx 6.75m to give an over-dimension height plus clearance. This would be a major structure that would need significant strengthening and bracing for expected loads
- As it would need to be wheel-chair accessible, it would need a ramp length at each end of 106m long (at a grade of 1 in 12 with level platforms of 1.2m every 750mm drop). As you are aware the existing space in the possible locations is very limited. Therefore this would only be practical by 'zig-zagging' over 4 lengths of 24m, which would require purchasing of two properties, one on each side.
- It is unlikely that this crossing would be attractive to parents and children.
- In summary, this structure would also be unpractical and cost prohibitive, in particular because of the size and extent of the structure, and the additional land.

The option of removing the kea crossing and not replacing it with any facility (i.e. getting pedestrians to walk 300m to south Belt intersection) was considered, but it was determined that this would be unlikely to provide sufficient options for pedestrians. Having limited crossing options for the three education facilities (New Life, Southbrook and the early childcare centre) with a combined role of over 1,000 and growing would not meet the practical need. With this number of children arriving to this school, and given we cannot determine children's behaviours, they may cross in unsafe locations if the traffic signal crossings are too far away.

It is also worth noting that the traffic lights at Coronation St were chosen as the preferred option due to a number of other benefits in addition to pedestrian safety

- Providing suitable access out from the Denchs/Marshalls/Torlesse area (including school traffic)
- Providing the opportunity to one-way Denchs and Marshalls to provide a safer 'school gate' environment

- Providing for the possible future cycle way along Torlesse and Coronation St, in terms of safely crossing Southbrook Rd

**2. Kids do not walk past Rangiora Hire to go to school. Do you have a breakdown of how kids travel to school?**

- Walk
- Bike
- Dropped off by car

We do not have those numbers directly as the school does not record this, and it would change regularly. It is however worth noting that the enrolment zone for Southbrook School extends south of the area, while Rangiora New Life students come from across the district. There is a demand for crossing near Coronation Street as there is a number of properties in this area.

**3. School hours - school is only open 190 days per year. Has there been any accidents with children crossing the road?**

Children are one of our most vulnerable road users and deserve, like all pedestrians, to have a safe and efficient crossing point. The existing crossing has been discussed by the police as the highest safety risk in our district. Over the past five years (our standard crash review period), there have been no recorded crashes involving pedestrians or vehicles entering/exiting properties between Denchs and the Southbrook culvert. There were 10 rear-ends (in queued traffic), 2 intersection crashes at Coronation / Torlesse, 1 distracted driver, and 1 mechanical failure.

However, crash data in general is likely under-reported and is a poor indicator of crash risk or likelihood of death or serious injury from a pedestrian crash (as opposed to a vehicle-on-vehicle crash).

The schools and the police have complained to the Council for many years about the difficulty of operating this crossing given the amount of traffic on Southbrook Road (26,000 vpd). This volume of traffic hugely exceeds the Waka Kotahi recommended criteria for a safe kea school crossing, and it is generally agreed with the schools and police that the current situation is very unsafe.



#### **4. At the South belt traffic lights, why doesn't the north traffic get a left turn arrow?**

The current left –most lane is both for left turning traffic and straight through traffic. If a left turn arrow were installed, it would require a dedicated lane for left turning traffic, which would reduce the through capacity for straight through traffic.

The Councils records show 7350 vehicles per day (peak 700 vehicles per hour) on South Belt west of the intersection, and 17500 vpd (peak 1600 vph) on Percival St north of the intersection. While these counts are for both lanes of traffic, they would strongly imply that the straight through traffic is considerably more, and therefore removing the second straight through lane would cause more congestion.

Note as part of the detailed design we will be assessing the full operation of all the traffic lights, and the situation can be reconsidered at that point.

The question was asked at the drop-in about why we don't do the same at Coronation St. Unfortunately, there is insufficient width to allow the left-most lane to be straight through. It is suitable for slow moving left-turning traffic, but would not be suitable for the faster straight through movement.

#### **5. What is happening with carparks on Southbrook Road?**

The proposed design requires 22 car parking spaces to be removed mainly to allow for the additional turning lanes (ie a reduction of 61 carparks on Southbrook Rd between South Belt and Mitre 10) to 39.

There will be approximately 3 lost carparks north of Denchs, 11 between Denches and Torlesse, and 8 south of Torlesse St.

Note that parking demand has been assessed through two surveys (carried out 6 months apart at several different times of the day) which notes that the peak occupancy on those days is around 30 vehicles. This indicates that there will be sufficient parking spaces available after the works are complete.

It is also worth noting that there is additional availability on the side roads Coronation Street and Torlesse Street.

There are no parking spaces to be removed on any of the side streets.

**6. Are the traffic lights still in the planning stage or has it already been passed by council?**

The Council has previously considered the options, and has 'endorsed the Concept Design as being suitable for development by the Southbrook Road Improvements Working Group'. The Working Group in turn requested that feedback be sought from the businesses and residents on the concept. After the results of the feedback have been received, the Community Board and Council will consider the matter and resolve a way forward.

**7. What is the cost of installing the lights?**

The cost of upgrading the intersection including all associated works with the signals is \$1.8 million. This project will be half funded by Waka Kotahi (NZTA).

**8. When will this be happening?**

Aiming for summer of 2022/2023

**9. How long will the lights installation take?**

We estimate we will be working on Southbrook Road for approx. 3-4 months subject to detailed design and the number of services we need to upgrade. We are planning on maintaining two lanes of traffic during the day and carrying out more disruptive works to traffic at night

**10. Is there a by-pass for trucks in the planning?**

The Rangiora Eastern Link is envisioned as a collector road for all traffic. This goes from Lineside Road east of the railway up to Kippenberger Avenue via MacPhail Avenue and Sparks Lane. This link will continue north to Coldstream Road in the future as well. The full road may not be constructed for another ten or more years, depending on when funding is secured.

Designations over the required land have been included in the Proposed District plan, which will protect the land for the future.

In addition, the Council is looking to secure the land between River Rd and Lehmans Rd, to provide a western bypass route

With regard to heavy traffic in the Southbrook area, we have undertaken a heavy vehicle survey for the district and we note that a reasonable volume is servicing the businesses in the area so a by-pass will only have a limited benefit

### **11. Other by-pass for north traffic planned?**

Council is working on a programme of improvements to encourage motorists to the west side of Rangiora to travel via Lehmans Road and West Belt / Townsend Road to Fernside Road and destinations south. To assist this, the Council is looking to secure the land between River Rd and Lehmans Rd past the racecourse, to provide a more direct route.

### **12. Cycle lane - what is the number of users?**

While we do not have a gauge of cyclist demand, the installation of a cycle lane is not a matter of responding to the number of users, or demand. Safely accommodating cyclists is a requirement for a road of this type (arterial), in an urban environment, with this number of cars. It is a portion of the road that is allocated to ensure a cyclist can safely navigate the road. It is not a 'choice' but is a necessity to provide a safe roading alignment for all those who are legally entitled to use the road.

We recognise that there may be other busy roads that don't have a safe cycle lane marked. However, when we upgrade a road, we are required to do so to the appropriate standards. Other existing situations have to wait until budget allows.

This differs from a dedicated cycle path, which is a discretionary choice that the Council can invest in where it wants to encourage cyclists. The Council will shortly be consulting on a cycle path alignment through the Southbrook area, and it currently favours a route along Railway, Torlesse, Coronation St and Ellis Rd

**13. We note there are more cyclists in the weekend. The cycle lane is on the footpath outside our drive-through where it merges back onto the road, at the same point the traffic merges into one lane and the heavy trucks turn into Mauri.**

We realise that there is a lot happening in a short length of road.

Unfortunately, the majority of this is unavoidable, due to the convergence of busy roads, combined with the very busy business area. As noted above, the Council is looking to install a cycle path to attract cyclists away from this area – however the timing of this will depend on budgets.

Your feedback will be considered when we consider the wider corridor.

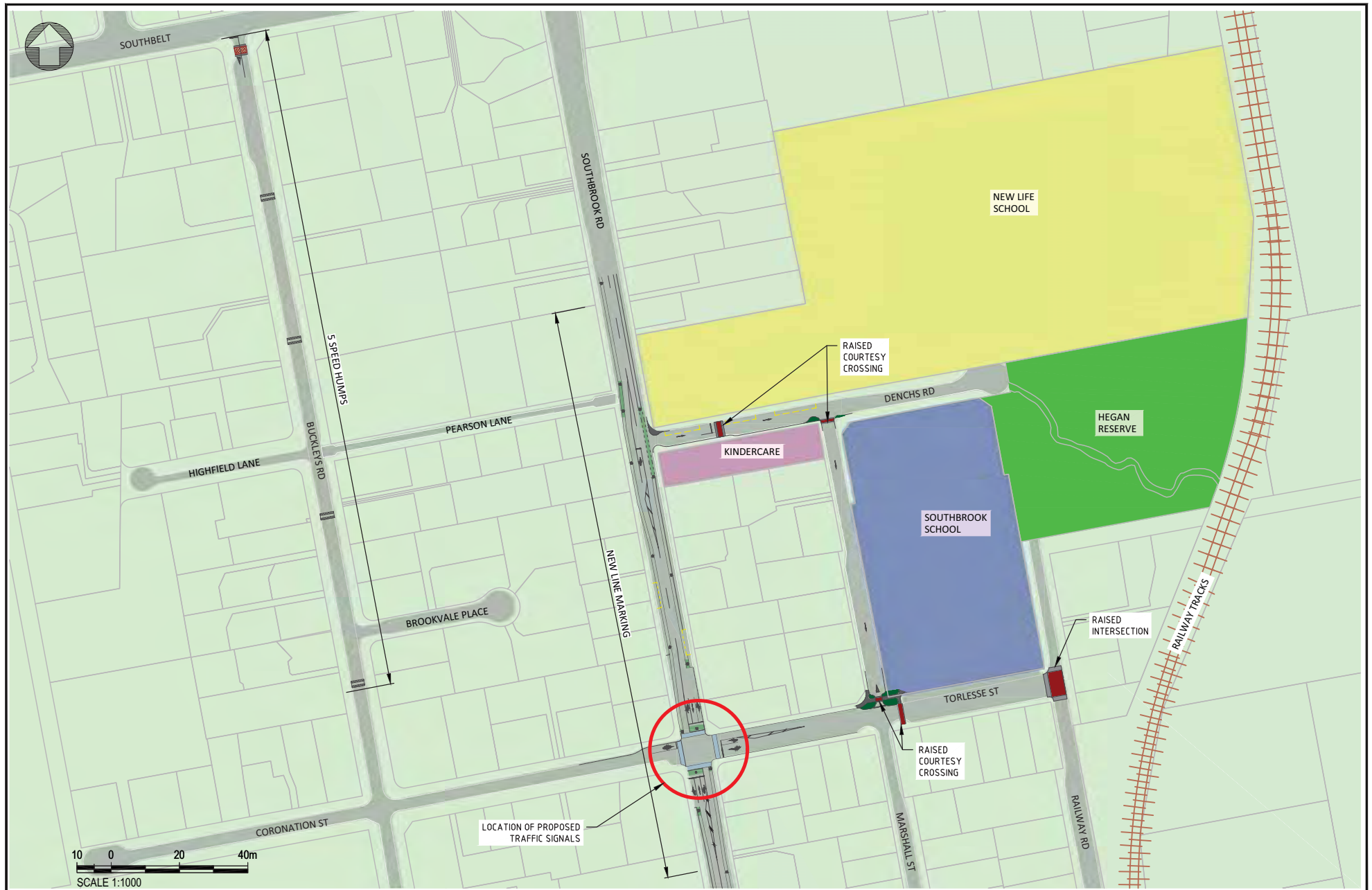
**14. We would like to see a no stopping zone outside 17, 19, 21 and 23 Southbrook Road to give customers a safe turn into our premises, and the large truck and trailer units turn into Mauri safely.**

The request for “Keep Clear” zones is relatively complex and requires careful consideration. The national guidance on these is to use sparingly at intersections and emergency service entrances as they can quickly become over-used and ignored. We note that there are likely to be a number of other businesses around the District (and even on Southbrook Road) who could make a case for a similar solution, and this may cause more issues than it solves. Staff will give further consideration to the matter and will make a recommendation to the Working group on this solution, including possible criteria for when it may be installed.

**15. I hear there is to be a committee to work on the next stage of this development. I would like to be on this committee being both a business owner and a resident.**

Thank you for this. The current working party (made up of elected members) will shortly be considering the establishment of a Reference Group (which will include a range of interests including businesses) to consider the long-term approach to the issues in Southbrook Rd. It has yet to discuss or resolve terms of reference for that Reference Group, which will set how many representatives are appointed from each interest group and how they will be appointed (e.g. letter drop to businesses calling for interest). Once that has

been established, we will be in touch with people to determine who is interested. In the meantime, your interest is noted.



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR INFORMATION	JD	DY	JM	2/1/2021

SURVEYED	PROJECT No
DRAWN	P001891
DRAWING CHKD	CON No
DESIGNED	SCALE (A3) 1:1000
DESIGNED CHKD	DATUM ORIGIN
APPROVED	HORIZONTAL NZTM GD2000
	VERTICAL NZVD2016



PROJECT
SOUTHBROOK ROAD TRAFFIC SIGNALS

SHEET TITLE
OVERVIEW

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4125
SHEET	REVISION
1	A





REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR INFORMATION	JD	DY	JM	10/07/2020

SURVEYED	PROJECT No
DRAWN JD 10/07/2020	P001691
DRAWING CHKD DY --/2020	CON No CON2021-
DESIGNED JD --/2020	SCALE (A3) 1:500
DESIGNED CHKD DT --/2020	DATUM ORIGIN
APPROVED JM --/2020	HORIZONTAL NZTM GD2000
	VERTICAL NZVD2016



PROJECT  
SOUTHBROOK ROAD TRAFFIC SIGNALS

SHEET TITLE  
NORTH AND EAST APPROACH OF  
SIGNLISED INTERSECTION

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4125
SHEET	REVISION
3	A





REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR INFORMATION	JD	DY	JM	10/07/2020

SURVEYED	JD	10/07/2020	PROJECT No	PD01691
DRAWN	JD	10/07/2020	CON No	CON2021-
DRAWING CHKD	DY	-/-2020	SCALE (A3)	1:500
DESIGNED	JD	-/-2020	DATUM ORIGIN	
DESIGNED CHKD	DT	-/-2020	HORIZONTAL	NZTM GD2000
APPROVED	JM	-/-2020	VERTICAL	NZVD2016



PROJECT  
**SOUTHBROOK ROAD TRAFFIC SIGNALS**

SHEET TITLE  
**SOUTH AND WEST APPROACH OF  
SIGNALISED INTERSECTION**

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4125
SHEET	REVISION
4	A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR INFORMATION				

SURVEYED	PROJECT No
JD 10/07/2020	PD01691
DY --/-/2020	CON No CON2021-
JD --/-/2020	SCALE (A3) 1:500
DT --/-/2020	DATUM ORIGIN
JM --/-/2020	HORIZONTAL NZTM GD2000
	VERTICAL NZVD2016



PROJECT
SOUTHBROOK ROAD TRAFFIC SIGNALS

SHEET TITLE
DENCHS ROAD AND NORTH MARSHALL STREET

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4125
SHEET	5
REVISION	A



KEY	
	CYCLELANE
	PEDESTRIANS CROSSING
	PARKING AREAS
	NEW FOOTPATH
	RAISED ISLAND
	GARDEN AREA

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR INFORMATION	JD	DY	JM	10/07/2020

SURVEYED		PROJECT No	
DRAWN	JD	10/07/2020	PD01691
DRAWING CHKD	DY	--/2020	CON No CON2021--
DESIGNED	JD	--/2020	SCALE (A3) 1:500
DESIGNED CHKD	DT	--/2020	DATUM ORIGIN
APPROVED	JM	--/2020	HORIZONTAL NZTM GD2000
			VERTICAL NZVD2016



PROJECT
SOUTHBROOK ROAD TRAFFIC SIGNALS

SHEET TITLE
MARSHALL STREET SOUTH

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4125
SHEET	REVISION
6	A



KEY	
	CYCLELANE
	PEDESTRIANS CROSSING
	PARKING AREAS
	NEW FOOTPATH
	RAISED ISLAND
	GARDEN AREA

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR INFORMATION				

SURVEYED		PROJECT No	
JD	10/07/2020	P001691	
DY	--/2020	CON No	CON2021--
JD	--/2020	SCALE (A3)	1:500
DT	--/2020	DATUM ORIGIN	
JM	--/2020	HORIZONTAL NZTM	GD2000
		VERTICAL	NZVD2016



PROJECT
SOUTHBROOK ROAD TRAFFIC SIGNALS

SHEET TITLE
CORONATION ST BUCKLEYS RD

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4125
SHEET	REVISION
7	A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR INFORMATION	JD	DY	JM	10/07/2020

SURVEYED	PROJECT No
JD 10/07/2020	PD01691
DY --/-/2020	CON No CON2021-
JD --/-/2020	SCALE (A3) 1:500
DT --/-/2020	DATUM ORIGIN
JM --/-/2020	HORIZONTAL NZTM GD2000
	VERTICAL NZVD2016



PROJECT
SOUTHBROOK ROAD TRAFFIC SIGNALS

SHEET TITLE
BUCKLEYS RD PEARSON LANE

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4125
SHEET	REVISION
8	A



KEY	
	CYCLELANE
	PEDESTRIANS CROSSING
	PARKING AREAS
	NEW FOOTPATH
	RAISED ISLAND
	GARDEN AREA

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	FOR INFORMATION	JD	DY	JM	10/07/2020

SURVEYED		PROJECT No
DRAWN	JD	P001691
DRAWING CHKD	DY	CON No CON2021-
DESIGNED	JD	SCALE (A3) 1:500
DESIGNED CHKD	DT	DATUM ORIGIN
APPROVED	JM	HORIZONTAL NZTM GD2000
		VERTICAL NZVD2016



PROJECT
SOUTHBROOK ROAD TRAFFIC SIGNALS

SHEET TITLE
BUCKLEYS RD SOUTHBELT

FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4125
SHEET	REVISION
9	A

## TERMS OF REFERENCE

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### SOUTHBROOK RD IMPROVEMENTS REFERENCE GROUP

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#### 1. Purpose

To provide community input to the Working Group on a Long Term Strategy for improving traffic flow, traffic safety, pedestrian safety, access to business and residents, public transport, and cycling facilities on or around Southbrook Rd.

This Reference Group feedback will be considered by the Rangiora Ashley Community Board and Council along with any technical advice and the outcome of any wider community consultation.

#### 2. Membership

- Dan Gordon, Mayor and Transport Portfolio Holder (Council representative and committee chair)
- Paul Williams, Councillor and Rooding Portfolio Holder (Council representative)
- Jim Gerard, Rangiora Ashley Community Board Chair (Board representative)
- Selected members of the affected community including
  - Three school representatives (New Life, Southbrook and Kindercare)
  - Four business representatives (Mitre 10, Pak'n'Save & 2 other businesses)
  - Three resident representatives
  - One cycling and walking advocates
  - One representative from Access Group
  - One representative from Age Friendly
  - One representative from ECan (public transport provider)
  - One representative from Waka Kotahi (NZTA - roading infrastructure funder)
- Where the above representatives represent a specific organisation, that organisation shall appoint its representative. A standby will be requested in case the representative is not available.
- Where the above representatives represent either businesses or residents, requests for nominations will be sought by letter drop.
- If the number of applicants is greater than the representation numbers stated above, the Working Group will appoint representatives in order to achieve a general spread of views, making sure a geographical spread is achieved.
- The Working Group may at its discretion appoint more representatives from a particular group.

#### 3. Staff Support

- Gerard Cleary, Manager Utilities and Rooding
- Joanne McBride, Rooding and Transport Manager
- Don Young, Senior Engineering Advisor
- Communications assistance – Karen Lindsay-Lees

#### 4. Administrative Support

- Meetings and Minutes assistance - TBC

## TERMS OF REFERENCE

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### SOUTHBROOK RD IMPROVEMENTS REFERENCE GROUP

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#### 5. Quorum

Any 7 members, including at least 2 Council representatives.

#### 6. Objectives

6.1 To consider and collate the issues currently occurring on Southbrook Rd between the Southbrook / Flaxton Rd intersection, and the Southbrook/South Belt intersection, and on Denchs Rd, Marshall St, Torlesse St, Coronation St and Buckleys Rd.

6.2 To consider options for remediating the issues, including but not limited to

- 6.2.1 Road widening
- 6.2.2 Intersection improvements
- 6.2.3 Access improvements
- 6.2.4 Reallocation of lane space
- 6.2.5 Consideration of on-street parking
- 6.2.6 Ensuring cycling amenity as agreed by the Council following the Cycle Network Plan process is incorporated into the long term thinking
- 6.2.7 Alternative traffic routes, including considering the timing of the Rangiora Eastern Link
- 6.2.8 Waka Kotahi safety improvements on Lineside Rd
- 6.2.9 Daily traffic management options (e.g. clearways)
- 6.2.10 Local Area Traffic Management

6.3 To consider the advantages and disadvantages of each option

6.4 To provide feedback to the Council in terms of a preferred approach, and a recommended prioritised work programme, in order that the Council can then prepare a long term Southbrook Rd Improvement Strategy. It is noted that major improvement works on Southbrook Rd are not budgeted in the short – medium term.

#### 7. Outcomes

7.1 Feedback to the Council by 30 June 2023 on a recommended long term solution

#### 8. Delegation

8.1 The Southbrook Rd Improvements Reference Group does not have any delegated authority.

#### 9. Decision Making

9.1 The purpose of the Southbrook Rd Improvements Reference Group is to provide feedback to the Council to assist in its decision making. Where there is consensus on that feedback this will be recorded. Where there are differing views these will be recorded.



## TERMS OF REFERENCE

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### SOUTHBROOK RD IMPROVEMENTS REFERENCE GROUP

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9.2 In order to achieve free and frank discussions, the meetings will not be open to the general public.

#### 10. Financial Management

10.1 The Southbrook Rd Improvements Reference Group will not be responsible for expenditure of Council funds. The Council will fund the meeting room, the staff and administration support, and the cost of preparing information to inform the Group.

#### 11. Legal Responsibilities

In working together to achieve the objectives of the Southbrook Rd Improvements Project, the Council and the Southbrook Rd Improvements Reference Group are required to comply with all relevant legislation and regulations.

These include, but are not limited to:

- Health and Safety at Work Act
- Local Government Act
- Resource Management Act
- Land Transport Act

#### 12. Administration

The agenda and minutes for the Southbrook Rd Improvements Reference Group meeting will be prepared by the Administrative Support. The agenda and minutes will be filed in TRIM and distributed to all members.

The suggested agenda for the meeting shall generally be as follows:

1. Apologies
2. Previous Minutes
3. Matters Arising
4. Staff Reports (milestones, programme, issues, budget, risk, health and safety)
5. Risks, Issues or Concerns
6. Community Engagement and Media
7. Reports to Council, Committee or Community Board
8. General Business

#### 13. Meeting Frequency

The Southbrook Road Improvements Reference Group shall meet as required, or when requested to do so for urgent matters, and in particular to provide input into the project at the following points

After staff have briefed the Group on work to date

1. Determining the issues associated with Southbrook Rd

After staff have prepared a 'long list' of options to address the issues



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Version: 1.0  
Date: 15/03/2021  
Page: 4 of 4

## TERMS OF REFERENCE

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### SOUTHBROOK RD IMPROVEMENTS REFERENCE GROUP

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2. Considering long list options and providing feedback on a shortlist of options

After staff have prepared plans / sketches / commentary / costs for the shortlist


3. Considering the shortlist of options and providing feedback on the preferred option

After staff have prepared more detailed plans of the preferred option

4. Developing feedback for the Council on the detail

#### 14. Duration

The Southbrook Rd Improvements Reference Group is intended to function until 30 June 2023, where upon it will be reviewed and a decision made on whether to extend its duration.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION****FILE NO and TRIM NO:** RES-02-02 / 211202192923**REPORT TO:** COMMUNITY AND RECREATION COMMITTEE**DATE OF MEETING:** 14<sup>TH</sup> December 2021**AUTHOR(S):** Grant MacLeod (Community Greenspace Manager)**SUBJECT:** Croquet loan repayment following deputation on 17<sup>th</sup> August 2021**ENDORSED BY:**  
(for Reports to Council,  
Committees or Boards)  
Department Manager  
Chief Executive**1. SUMMARY**

- 1.1. This report is seeking a decision from the Community and Recreation Committee following a deputation by the Rangiora Croquet Club (the Club) on the 17 August 2021. At the deputation the Club requested that the loan they received from Council in April 2014 for \$42,000 to fund the building they now reside in, be waived. Noting that the total loan was \$84,000 as it included Table Bowls who have since paid their share of the loan back to Council.
- 1.2. The club currently feel that they had no option but to sign into the deal. The Club feel that Council should take into account the amount of resource they have invested into the asset at Millton Memorial Reserve and consider waiving the loan repayment in full.
- 1.3. The Club have indicated the contribution they have put into the croquet lawns and building since restarting in 2015 is estimated at being worth \$15,350 for the new lawns and \$10,000 for the clubroom fit out. This being over and above the physical works they have funded. Details of this can be seen in attachment v.
- 1.4. Council has twice deferred the repayment of this loan, originally it was due to be paid in April 2016 and then again in April 2018. At both points of deferring the loan, the Club had not indicated it wished for it to be waived. This financial year is the first time it has been raised that they wish to have the loan repayments waived in full.

**Attachments:**

- i. Report - Rangiora Croquet Loan Deferral of Repayments (TRIM 160808077520)
- ii. RACB approved concept plan for Millton Memorial Reserve (TRIM 210701107333)
- iii. Approve draft loan in principle letter from Croquet Club (TRIM 140331032249)
- iv. Rangiora Croquet development expenditure (TRIM 211202192963)

**2. RECOMMENDATION****THAT** the Community and Recreation Committee recommends:**THAT** the Council:

- (a) **Receives** Report No. 211202192923
- (b) **Resolves** that the Rangiora Croquet Club will be required to pay back the full amount of the loan - \$42,000

- (c) **Approves** staff setting up a working group with Greenspace Portfolio holder Robbie Brine, Mayor Dan Gordon and Council staff to work with Club representatives on developing and agreeing to a repayment schedule.
- (d) **Notes** that the outcome of the conversation with the Club on a repayment scheme is reported back through to the Community and Recreation Committee.
- (e) **Notes** that the Council has already approved deferral of the loan repayment twice, one to begin in April 2016 and again to begin in April 2018.
- (f) **Notes** staff will share this information with the Club.

### 3. **BACKGROUND**

- 3.1. In the 2014 report that sought to have Council approve the loans for both Table Bowls and Croquet (individual loans with each club), it was noted under section 5 (Financial Implications and Risks) of that report that there was a risk to Council if either of the Clubs was unable to afford the repayment of the loans or to raise money to do so. At the time staff sought to defer the repayments to allow a grace period, in essence the Council was setting a 12 year loan period for the Club.
- 3.2. Once the loan was provided work has been undertaken at the site by the Croquet Club to improve the asset that its members utilise. The building was installed onsite and is now currently utilised by both the table bowls and croquet members during this period no repayments have been made by Croquet.
- 3.3. Since the loan was approved there have been two separate reports to defer the repayment of the loan by the Croquet Club from when it was originally due. These were made in April 2016 and April 2018 and Council agreed for the loan to be deferred. At both points of deferring the loan, the Club had not indicated it wished for it to be waived.
- 3.4. Croquet as a club have continued to grow in membership since the building has been placed at Millton Memorial Reserve. The Club had an estimated 14 members in 2014 compared with the over 60 it now has. The Club anticipate that they will continue to grow in strength through its membership numbers. During site visits in 2020 and 2021, it was noted anecdotally to staff by croquet members that the building itself may no longer be meeting the needs of the Club given its rise in membership over the last few years.
- 3.5. Council considers this growth as a real success story in our community and has commended the Club. The Club is an example of how investing in an asset can see a community group grow and become an asset to its community.
- 3.6. In 2020 staff approached the Club to discuss the repayment of the loan and to open these conversations once again. At this time the Club requested an audience with the Community and Recreation Committee to discuss the loan. At this deputation the Club informed the Committee that it wished to see the loan waived or to continue to have conversations on the repayment schedule noting the good it has done with the asset in both developing it and growing the Clubs membership.
- 3.7. Staff are meeting with the Table Bowls Club on the 9<sup>th</sup> December so will provide any update that is relevant to this report from that meeting at the table.

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

- 4.1. The Council has several options to consider.
  - Continue to defer the loan
  - Waive the loan in full
  - Delegate a committee to work with the Club on a repayment schedule

- Require the Club to pay the loan as previously agreed
- Change the terms and conditions of the current loan

- 4.2. **Continue to defer the loan**, this option would defer the discussion and would not bring the loan payment to any clear resolution. The loan has been deferred twice already in 2016 and 2018. Ongoing deferral may signal to the club that Council is willing to continue to defer this loan for the foreseeable future. Staff are also aware that through the development of the recent Millton Memorial Reserve concept plan the Club is already thinking of future ideas including increasing its green offering and potential for a new standalone building. The club has not provided sufficient evidence to suggest financial hardship to the point where the loan would be unable to be paid.

***Staff do not recommend this option as it does not resolve the situation and provides no clarity for staff or the Club.***

- 4.3. **Waive the loan in full**, this option would waive the Council's requirement to have the loan repaid by the Club. This would zero the debt and be written off as Council expenditure. This option is inconsistent with other loans that the Council has with other groups, most notably the Table Bowls Club who almost repaid the loan they had on the other half of the building.

The Council has provided significant capital funding towards the development of the croquet lawns and associated car parking facilities. The Council does not historically pay for clubrooms for sport and recreation clubs and expects that these are paid for using external funds.

The loan was provided to enable the Croquet club to establish and it was understood at the time that the loan amount wouldn't cover the full cost of the building and fit out. Since the loan was provided the croquet club has used volunteer contribution and external funding to complete the building.

The Club, in asking for Council to waive the loan have identified the volunteer contribution that its members have made towards the lawns and facility. The club has asked that Council consider this volunteer contribution when making its decision in regards to any waiver of the loan.

All sports and recreation clubs, in order to be successful, rely heavily on volunteer contributions from their members. In providing the loan the Council has used ratepayer money to enable the club to build a clubroom and allow the club to operate and grow.

In addition to the above the club has asked for two extensions for the current loan. At no time did the club ask the Council to consider the volunteer contribution made as part of the request for deferral.

***Staff do not recommend this option given it would transfer the loan repayment to the rate payer and be inconsistent with other groups that are repaying or have repaid loans.***

- 4.4. **Delegate a working group to work with the Club on a repayment schedule**, this may provide an option to work directly with the Club and have shared expectations with the Council. The option does not resolve the issues immediately but it does allow for negotiation and open conversations between decision makers and the Club on the ramifications of paying the loan or not.

***Staff recommend this option as it allows for open conversation directly with the Club and allows for a shared understanding of the outcomes for now and any future plans both parties may have for Millton Memorial Reserve.***

- 4.5. **Require the Club to pay the loan as previously agreed**, this option would resolve the issue and allow both parties to move on understanding exactly where each stands. This would also honour the letters of acceptance that have been supplied previously to Council

who have made in good faith decisions to defer the payment of the loan to allow for the Club to build its membership base. The Club has always been made aware by the Council it would need to make provision to pay the loan back.

***Staff consider this as a fair option given previous correspondence prior to this financial year. However it is not the recommended option as it does not give Councillors the opportunity to arrange a repayment scheme or hear further from the Club on this matter.***

- 4.6. **Change the terms and conditions of the current loan**, this option could look at adjusting the interest rate, time period for repayment and repayment amount. This may also form part of the conversation that is discussed in 4.4. The Committee may decide that this option could be delegated to staff now to work directly with the Club and propose some Terms and Condition amendments. This would allow an ongoing dialogue with the Club however it would not have decision makers present in our Elected Members.

***Staff do not recommend this option, however do see it as a viable alternative to the option discussed within 4.4 of this report.***

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

There are implications on community wellbeing by the issues and options that are the subject matter of this report.

The implications centre on a consistent and fair approach for other organisations that are or have paid loans back to the Council.

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

## **5. COMMUNITY VIEWS**

### **5.1. Mana whenua**

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

The report is about a loan repayment and is no further development linked to this. Te Ngāi Tūāhuriri hapū were approached through the recent Millton Memorial Reserve development plan.

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

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

As already stated, other groups or organisations that may wish to have a loan in the future, currently have a loan or have paid a loan back to Council could consider the waiving of any loan unfair.

### **5.3. Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report.

It must be noted that the Council has a number of loan arrangements with clubs who are also tasked with putting capital and labour into projects for its members. For example, Council is currently working with a group that has had to match fund for a building in a similar fashion to this request. Council would then expect any improvements or time from volunteers into the asset to be done in good faith by the clubs as it is for their users.

The building in question is also part of the table bowls who have paid back the loan they took out.

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

### **6.1. Financial Implications**

There are financial implications of the decisions sought by this report.

If Council chooses to waive the loan, in part or full, this is money that will have to be fully funded by the ratepayer.

Council is forgoing lease fees for the location at Millton, the annual rental is \$1 as the Club have been allowed to pay a community rate. Council also assisted in the building consent fees for the building project.

### **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.

The relationship with the Club could become strained dependant on outcome of this discussion. The Club are also concerned about how they perceive the loan agreement. This could be an ongoing strain on relationship with the current members of the Club's board. The repayment plan may also be a strain to the Club finances as well.

### **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**

Local Government Act

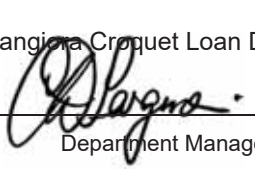
Reserves Act

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

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

### **7.4. Authorising Delegations**

The Community and Recreation Committee has the authority to receive this report and make recommendation to Council OR to have staff continue to work with the Club and a sub group of its members on the recommendations within this report.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT****FILE NO and TRIM NO:** CPR-04-19-37, GOV 01-04 /160808077520**REPORT TO:** Community and Recreation Committee**DATE OF MEETING:** 16 August 2016**FROM:** Craig Sargison, Manager Community and Recreation**SUBJECT:** Rangiora Croquet Loan Deferral of Repayments**SIGNED BY:**  
(for Reports to Council or  
Committees)  
Department Manager  
Chief Executive**1. SUMMARY**

- 1.1. The purpose of this report is to seek a deferral for the commencement of loan repayments for Rangiora Croquet Club.
- 1.2. In April 2014 the Council approved a loan of \$42,000 to Rangiora Croquet Club to enable them to get a building on the Millton Reserve site in a joint development with Table Bowls Club.
- 1.3. A condition of the original loan was that loan repayments would commence in April 2016.
- 1.4. Representatives from the Croquet Club have met with Staff and subsequently written to the Council outlining the work that the Club has undertaken and the Club is now seeking a deferral of the commencement of loan repayments.

**Attachments:**

- i. Rangiora Croquet Club Letter (Trim 160712066788)
- ii. Report to Community and Recreation Committee April 2014 ( Trim 140403034299)

**2. RECOMMENDATION****THAT** the Committee recommends to Council :

- (a) **Receives** report No. 160808077520
- (b) **Approves** staff entering into a community loan agreement with the Rangiora Croquet and Rangiora Table Bowls Club for \$84,000 with loan repayments to be subject to a 7% interest rate over a ten year period for the construction of a 230m2 building at Millton Memorial Reserve.
- (c) **Approves** the loan payments being deferred for the first two years with repayments starting in April 2018.
- (d) **Notes** that terms and conditions of a loan agreement will be the subject of a further report to the Community and Recreation Committee and this report will also include



details of the legal responsibilities of the Rangiora Croquet and Rangiora Table Bowls Club.

- (e) **Notes** that other options in relation to financial assistance for the construction of a 230m<sup>2</sup> building at Millton Memorial Reserve, to be used by the Rangiora Croquet and Rangiora Table Bowls Club, have been previously discussed by the Community and Recreation Committee and are included in the attached report.

### **3. ISSUES AND OPTIONS**

- 3.1. In 2014 Council passed a resolution to approve two loans; each of \$42,000 for the Rangiora Table Bowls Club and the Rangiora Croquet Club. The purpose of the loan was to cover the shortfall in purchasing a building to be used jointly by Table Bowls and the Croquet Club.
- 3.2. Table Bowls has completed its side of the building and has commenced its loan repayments to the Council.
- 3.3. The Rangiora Croquet Club concentrated on getting its greens developed so that the Club could actually function again. Over the last two years the Croquet Club has worked very hard to complete the greens to a competition level and to fundraise for equipment needed to maintain the greens.
- 3.4. The attached letter from the Club outlines the work that the Club has undertaken and it is interesting to note the corresponding increase in membership which will contribute to the clubs viability.
- 3.5. The Club when requesting a deferral of the commencement of the loan repayment to Council has not specified how long they would like but considering the work that the Club has yet to complete on the fit out of the building a deferral of repayments for a further 2 years should be sufficient.
- 3.6. Council has provided community loans to other sports clubs in the past. Some of these loans have been successfully paid back to the Council while others have not.
- 3.7. The Management Team have reviewed this report and supports the recommendations.

### **4. COMMUNITY VIEWS**

- 4.1. Community views have not been sought on this report but the Rangiora Croquet Club is continuing to attract new members and we have received several anecdotal comments on how good it is to see Millton Reserve being used.

### **5. FINANCIAL IMPLICATIONS AND RISKS**

- 5.1. The cost of interest on the loan is currently met from the Recreation account and the repayments are approximately \$2,000 per annum so deferring repayments for the Croquet Club for a further 2 year period would be a total cost of approximately \$4,000.
- 5.2. It is noted that the agreement does have a review clause after a three year period which will provide the Council with the opportunity to alter the repayment terms.

### **6. CONTEXT**

#### **6.1. Policy**

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

**6.2. Legislation**

Reserves Act 1977

Resource Management Act

**6.3. Community Outcomes**

Public Spaces and facilities are plentiful, accessible and high quality



Secretary: Leone Woodward  
C/o 19 King Street  
Rangiora, 7400

8 July, 2016

The Mayor and Councillors  
Waimakariri District Council  
Private Bag 1004  
Rangiora 7440

Dear Mayor David and Councillors,

**Re: RANGIORA CROQUET CLUB BUILDING LOAN**

Further to a meeting with Mayor David Ayers and a subsequent meeting with Manager: Community and Recreation Craig Sargison and Green Space Manager: Chris Brown the Rangiora Croquet Club is writing to the Council explaining its current position.

**The issue**

After losing our grounds in 2004 the Rangiora Croquet Club finally reopened again in November 2015. This was made possible when the Waimakariri District Council gave us permission to develop lawns, and access to a facility to be shared with the Rangiora Table Bowls Club on Millton Memorial Reserve. Within a few weeks we gained over 20 enthusiastic new members and expect more next season. However, we still have a lot of work and expense ahead of us completing our part of the clubroom, building sheds and shelters and purchasing equipment. This is on top of the normal club outgoings and the ongoing cost and work of maintaining the lawns. Because of this we are requesting the Council to defer our monthly repayments of the April 2014 loan until we are in a position to meet them.

**The Loan**

A loan of \$84 000 was made by the Council to the combined clubs to enable a shared clubroom to be completed immediately. While Croquet's first priority was to have lawns built so play was possible and new members attracted, Bowls needed a building as soon as possible. Originally, we had planned to build a clubroom after the club was up and running by doing work ourselves and paying for it through grants and fundraising. We asked to postpone building our part of the clubroom until we could raise the money but were told this was not possible so a loan became necessary.

**Our Contribution**

In response to our submission to the 2010/11 Annual Plan, the Council in May 2010 allocated \$100,000 for "*croquet club grounds, Rangiora*", but after the shared facility was

approved we were told that half of this would now have to go towards the cost of the carpark, fencing, drainage and the building. To make this possible we chose to build the lawns ourselves. It took two years and over 1600 hours of hard physical work from our members. (See separate schedule of work done.) The finished cost was \$47 642.62 around half the estimated cost of having the lawns done for us. The \$52 000 we saved is our main contribution towards the cost of the project.

### **Membership**

When the Council gave the go-ahead for the establishment of the croquet facilities in Rangiora in 2012 the membership consisted of 6 who had been active when the Club went into recess in 2004, plus a further 11 who had played croquet elsewhere. Since opening in November 2015 26 people "new to croquet" have become members, and the membership at present is 43.

### **Income**

The Canterbury Croquet Association only allows new members to be charged \$50 as their initial membership subscription. Members were advised on joining that it was likely the subscription for the next year would be considerably more. Because of the higher subscription we expect to lose some members, however we are also expecting to gain more members as the club becomes more prominent. The subscription was set at the AGM in May and is \$200 for the 2016-17 season.

### **Assuming a membership of 40 plus 10 new members: Projected annual income for 2016/17**

From Subscriptions	\$ 8,500.00
Fund Raising: Quiz evening	\$ 1,200.00
Sausage sizzle	\$ 750.00
Fun Tournament	\$ 500.00
Total .....	<u>\$10,950.00</u>

In the last two years we have raised over \$6 000 through quiz evenings and sausage sizzles with \$2972.00 raised in the 2015-16 financial year, and have received grants of \$10,300.00 involving \$10 000.00 from Southern Trust for a second hand mower and \$300.00 from Rangiora Community Board for Quadway hoops.

### **Projected annual expenses for 2016/17**

Canterbury and NZ affiliation fee	\$2000.00
Lawn maintenance	\$4000.00
Insurance	\$1000.00
Plus electricity and incidentals	

### **Projected up-coming development expenditure**

Quoted costs to complete clubroom	\$39 000.00
Shelters, equipment shed and hoops	\$10 000.00
Note: this does not include floor coverings, furnishings (tables and chairs) or a dishwasher.	

**Summary**

- Unfortunately we cannot apply for grants to help with the cost of the clubroom building itself as it is already built. It will need to be done by fundraising.
- The club house needs to be fitted out and we plan to do this through grants and doing as much of the work, as possible, ourselves as we did when we built the lawns, concrete paths and fencing.
- The membership has grown more quickly than anticipated and we expect to have five teams entered in the Canterbury Association Interclub Competition this coming season.
- To cope with interclub games which are scheduled on a home and away basis we need to provide basic facilities as soon as possible: i.e toilet, water, electricity and player shelters.
- When the membership reaches 50 players we will need to be seriously considering developing the land between the present lawns and the Dog Park into two more lawns to accommodate all these players.

Yours sincerely

Leone Woodward  
Secretary  
Rangiora Croquet Club Inc.

## **Schedule of work done by Rangiora Croquet Club members**

Work done prior to the opening of the Club on 21 November 2016

### **Design**

- All design work for the greens, irrigation system and clubhouse layout
- Prepared specifications and work schedules for the different stages of construction
- Obtained prices and quotes for materials, heavy earth moving and post driving

### **Site work**

- Cleared the site of rubbish and hay
- Sprayed the vegetation prior to scraping and leveling
- Provided temporary access through the fences for contractor's machinery
- Surveyed and pegged out the site
- Mapped elevations to determine final levels and set up profile boards
- Worked with the contractor laser leveling and driving machinery for the initial scrape and level
- Pegged and laser leveled in 230 m of timber edging around the greens
- Installed approx. 400 m of underground pipe plus fittings for the irrigation system.
- Planned and marked out the fencing, worked with the contractor driving the posts and completed the fences hung the gates and attached windbreak cloth
- Worked with the contractor screening and placing 380 cubic metres of topsoil.
- Laser leveling, raking, screeding and driving machinery
- Final topdressing of greens, preparing seedbed and assisting with sowing
- Installed stormwater drains around building
- Pegged and boxed path and patio prior to concreting
- Concrete spread and levelled

**Total time spent by members to opening day = 1,610 hours**

Work done since the opening of the Club on 21 November 2016

- Pegged and boxed path and floor slabs for mower and equipment sheds
- Concrete spread and levelled for path and floor slabs
- Erected mower shed.
- Stacked MDF board in clubhouse
- Raked grass clippings from the periphery of the lawn
- With members of Keep Rangiora Beautiful planted landscaping plants in ground adjacent to the carpark shared with Table Bowls and users of the Dog Park enclosure

**Total time spent by members since opening day = 770 hours**

**Total time spent by members between December 2013 and July 2016 = 2380 hours**

**WAIMAKARIRI DISTRICT COUNCIL****REPORT**

**FILE NO and TRIM NO:** CPR-04-19-37, GOV 01-04 / 140403034299

**REPORT TO:** Community and Recreation Committee

**DATE OF MEETING:** 15 April 2014

**FROM:** Chris Brown, Community Green Space Manager

**SUBJECT:** Rangiora Croquet Club and Rangiora Table Bowls Club, Loan Agreement Terms and Conditions.

**SIGNED BY:**  
(for Reports to Council or Committees)

  
Department Manager

  
Chief Executive

**1. SUMMARY**

1.1. The purpose of this report is to inform the Committee of the terms and conditions associated with the loan for the Rangiora Table Bowls and the sRangiora Croquet Club.

Attachments:

- i. Draft Loan Agreement
- ii. Letter from the Rangiora Croquet Club confirming acceptance of the loan (TRIM 140331032249)

**2. RECOMMENDATION**

**THAT** the Community and Recreation Committee:

- (a) **Receives** report No. 140403034299.
- (b) **Approves** the terms and conditions of the proposed loan which included:
  - i. Each club has an individual loan agreement of \$42,000.
  - ii. The interest on the loan is seven percent.
  - iii. That the loan repayments do not start until April of 2016.
  - iv. The default rate will be 0%. There will be no percentage default penalty for non-payment.
  - v. The borrower may repay the balance of the loan outstanding at any time, together with interest, to the date of repayment with no penalty.
  - vi. The building must be insured by the clubs at the clubs expense.
- (c) **Notes** the Rangiora Croquet Club and the Rangiora Table Bowls Club have both confirmed that they accept the terms and conditions associated with the proposed loan agreements.
- (d) **Circulates** this report to Rangiora Community Board

### **3. ISSUES AND OPTIONS**

- 3.1. At the January 2014 Council meeting a resolution was passed to approve two loans; each of \$42,000 for the Rangiora Table Bowls Club and the Rangiora Croquet Club. The report recommended that staff prepare loan agreements and then come back to the Community and Recreation Committee with the terms and condition of the loans.
- 3.2. Staff contracted Corcoran and French to prepare the loan agreements. Staff have presented the loan agreements in their draft form to each of the clubs. The clubs accept the terms and conditions.
- 3.3. The purpose of the loan is to cover the current shortfall in the purchase of a building for the clubs. If the recommendations in this report are approved staff will contact Total Span and order the building. Staff will be project managing the installation of the building on behalf of the clubs. This will ensure there is no scope creep and that the building is positioned appropriately onsite etc. Staff believe they have more expertise than the clubs to undertake the project management.
- 3.4. The Management Team/CEO has reviewed this report and supports the recommendations.

### **4. COMMUNITY VIEWS**

- 4.1. There has been significant consultation regarding the installation of club rooms for the Rangiora Croquet Club and the Rangiora Table Bowls Club. This has included a notified resource consent.
- 4.2. The Rangiora Croquet Club did have initial concerns regarding individual liability. Staff held a meeting with club representatives to discuss this concern. The loan is for the Rangiora Croquet Club which is an incorporated society. All liability associated with the loan is with the club and not any individual club member.
- 4.3. Staff have now received confirmation from both the croquet club and table bowls that they accept the terms and conditions of the loan, and are willing to sign once Council has approved the loan document.

### **5. FINANCIAL IMPLICATIONS AND RISKS**

- 5.1. This report identifies the terms and conditions associated with two equal \$42,000 loans. The loan agreements have been drawn up by Corcoran and French and the clubs have reviewed these and accept the terms and conditions.
- 5.2. There is a risk to Council that the loans will not be paid back if either of the clubs are unable to raise sufficient money. To try and minimise this risk a two year grace period has been allowed for in the loan with repayments not starting until 2016. So effectively the loan period is for 12 years.

### **6. CONTEXT**

#### **6.1. Policy**

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

#### **6.2. Legislation**



Millton Memorial Reserve is Council administered land that has underlying DoC ownership.

Section 54(2b) of the Reserves Act 1977 allows a lease to be granted by the administering body without the presence of a reserve management plan following the granting of a resource consent under the Resource Management Act 1991, where the application for the resource consent was notified in accordance with section 93 of that Act.

The Rangiora Croquet Club and Rangiora Table Bowls development, including the installation of the club room building, was publically notified during the resource consent process in accordance with Section 93 of the Resource Management Act 1991.

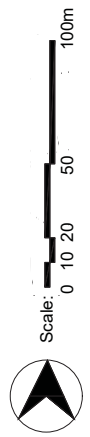
### **6.3. Community Outcomes**

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



**KEY**

- Existing Conifers
- Proposed Large Specimen Trees
- Proposed Medium Specimen Trees
- Proposed Small Specimen Trees
- Proposed Unformed/Future Pathway
- Proposed Formed Pathway
- Proposed Cycle/Walking Link
- Proposed Toilet Location Yr - 2024/25
- Proposed North Canterbury Model Railway Club Building
- Dog Park Entrance Portals



# Milton Reserve Master Plan

Trim: 210701107333

140331032249

CPR-04-19-37



TRIM Record Number



Rangiora Croquet Club Inc  
30 March 2014

To Chris Brown, Craig Sargison  
Waimakariri District Council

This is to confirm that at a Special General Meeting held by the Rangiora Croquet Club Inc on Friday 28 March 2014 it was unanimously agreed to approve in principle the draft loan proposal of \$ 42 000 from the Waimakariri District Council for the construction of a clubhouse on the Milton Memorial Reserve.

Peter Parkinson  
Rangiora Croquet Club Inc

Chris Brown,

## RANGIORA CROQUET CLUB INC.

### Capital/development expenditure

#### First 2 lawns

Developed from initial Council grant of \$100,000.00 made in response to a submission to the 2010/11 Annual Plan.

Estimated cost \$47,500.00. Development overseen by the Peter Parkinson with substantial labour input from the core membership most of whom were involved with the club when it lost access to its lawn at the Rangiora Bowling Club. Blackett Street, Rangiora.

Record of labour input from December 2013 to July 2016 – 2,380 hours

The period to July 2016 also covers the initial work to secure some materials for the fitout of the clubroom, and other site work including concreting paths around the building.

After the laying of the first 2 lawns the balance of the 2010 grant of \$100,000.00 was not carried forward by the Council.

#### Club expenditure from the 2015/16 financial year.

<b>2015/16 Financial year</b>	<b>Items of expenditure</b>	<b>Total for year<sup>^</sup></b>
	Shed	\$ 2000.00
	Concrete	\$ 1500.00
	Sewer connection	\$ 776.00
		\$ 4,276.00
<b>2016/17 Financial year</b>		
	Greens mower	\$ 7,500.00
	Clubroom fitout	\$28,421.00
	Shed	\$ 2,165.00
	Shelters	\$ 3,050.00
	Playing equipment	\$ 1,920.00
		\$ 43,056.00
<b>2017/18 Financial year</b>		
	Clubroom fitout	\$11,336.00
	Playing equipment	\$ 3,453.00
		\$ 14,789.00
<b>2018/19 Financial year</b>		
	Compressor	\$ 474.00
	New Lawns (stage 1)	\$15,000.00*
	Playing equipment	\$ 5,322.00
		\$ 20,796.00
<b>2019/20 Financial year</b>		
	New Lawns (stage 2)	\$53,150.00#
	Playing equipment	\$ 3,500.00
		\$ 56,650.00
<b>2010/22 Financial year</b>		
	New Lawns (stage 3)	\$ 7,500.00
		\$ 7,500.00
<b>Total</b>		\$147,067.00

\* \$5,000.00 of Club funds contributed to Stage 1 of new lawns

# Includes WDC grant of \$25,000.00 GST exclusive adjusted to GST inclusive

<sup>^</sup> Totals GST inclusive, as the club is not registered for GST

### **Value of members' contributions to major projects**

Members' contributions to the clubrooms fitout and the development of the new lawns have been valued on the basis of the difference between the quotations received for the work to be undertaken solely by contractors compared with the actual expenditure for the work.

#### **Clubroom fitout**

Contractors' quotations: \$50,000.00 - \$54,000.00 depending on the joinery price.

Club expenditure: \$40,000.00

Value of members' contributions: approximately \$10,000.00

#### **New Lawns**

Contractors' quotations: \$91,000.00 including additional costs associated with COVID delay

Club expenditure: \$75,650.00

Value of members' contributions: approximately \$15,350.

#### **Minor works and maintenance**

The labour component of all minor works and maintenance (concreting, installation of cables to sheds, building shelters, machinery, and lawn maintenance) has been undertaken by members.

#### **2021/22 projected development expenditure (estimates)**

4 sets of quadway hoops	\$ 5,200.00
1 shed 5 x 3 metres installed	\$ 4,000.00
4 shelters materials	\$ 4,000.00
Modify to clubrooms to accommodate growth in membership	\$ 1,000.00
<b>Total</b>	<b>\$14,000.00</b>

#### **2022/21 projected development expenditure (estimate)**

Replacement greens mower \$20,000.00 - \$25,000.00

#### **2021/22 Projected income from subscriptions**

Projected income from subscriptions nett of affiliation fees @ \$60.00 is \$10,500.00

Note: at \$230.00 affiliations fees inclusive the club's subscription is among the highest in the Canterbury areas. New members "new to croquet" pay \$80.00 for their first season.

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

**FILE NO and TRIM NO:** CPR-04-05-18/211005160448

**REPORT TO:** COMMUNITY AND RECREATION COMMITTEE


**DATE OF MEETING:** 14.12.2021

**AUTHOR(S):** Andy Coker

**SUBJECT:** CINEMA 3 SEATING UPGRADE – RANGIORA TOWN HALL

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

  
\_\_\_\_\_  
Department Manager

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

**1. SUMMARY**

- 1.1. The purpose of this report is to present a proposal to upgrade the seating in Cinema 3 (also known as the Small theatre) at Rangiora Town Hall, from a retractable system to fixed seating.

Attachments:

- i. TRIM 210826138446
- ii. TRIM 210825138115

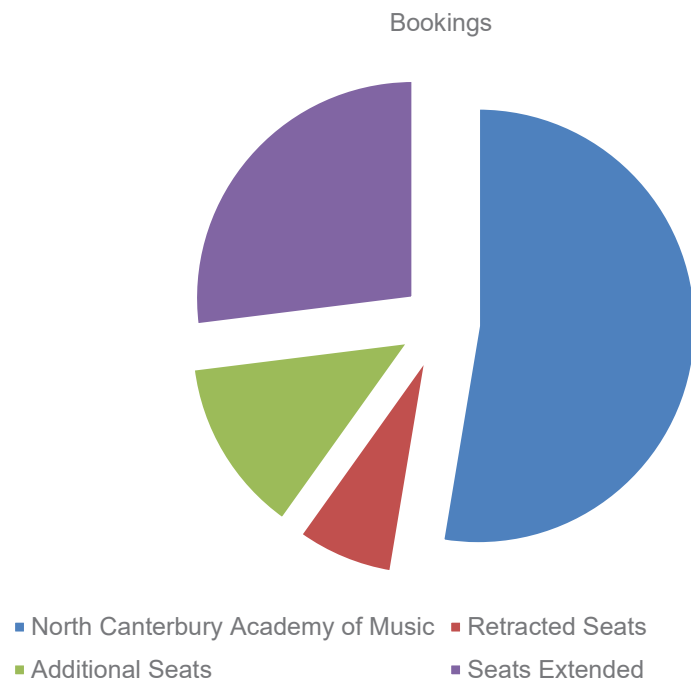
**2. RECOMMENDATION**

**THAT** the Community & Recreation Committee:

- (a) **Receives** Report No. 211005160448
- (b) **Approves** the installation of a 98 place non-retractable seat solution to the small theatre.
- (c) **Recommends** to Council the expenditure of \$150,000.00 for consideration in the Annual Plan
- (d) **Recommends** the above expenditure is loan funded with payback via an increased base rent to Townhall Cinemas over the next Ten years. As per Option One section 6.6; Increasing base rent to \$70,140.00 and the box office ticket commission will remain the same at 7.5% gross per annum for 10 years
- (e) **Recommends** Townhall Cinemas provide Council a 3 year business operations forecast of projected participation and revenue.
- (f) **Notes** with the implementation of the Covid Framework (*Traffic Light System*) the risk of lockdowns has been mitigated. This removes the possibility of any further claims for Rent Relief from Townhall Cinemas.
- (g) **Notes** the ownership structure of the asset will remain as set out during the 2015 Townhall refurbishment. Council will have ownership of the asset.
- (h) **Notes** Staff will investigate the possibility of the retractable seating being repurposed in the Stadium as supplementary seating for high attendance games/events.

### 3. **BACKGROUND**

- 3.1. Town Hall Cinemas have submitted a proposal to Staff to upgrade the current retractable seating in Cinema 3 to a fixed seating solution. This proposal has been developed as a result of numerous patron complaints due to the inferior comfort levels of the seating. As a consequence, Town Hall Cinemas are forced to sell tickets in this theatre at a reduced price to compensate for the seating quality. This greatly affects the revenue for Townhall Cinemas, reputational impact for Council and the Facilities team's ability to further promote the space.
- 3.2. The current retractable seating installed in 2015 was to create a multi-use space with a timber sprung floor to enable the entire area could be utilised for dance performances.
- 3.3. In 2015, consultation was completed with the community (local theatre companies and music schools) establish fit-out requirements. The result was there would be considerable demand for a dance performance space and other theatrical performances that would require this type of facility.
- 3.4. The last 6 years of usage data does not verify that original forecast. The actual data shows its primary use has been for; film showings, an extended dressing space for children and supplementary meeting space. The feedback we have from user groups is the area is too small for dance performances and thus the Main Auditorium becomes the preferred option when event organisers are selecting a venue.
- 3.5. Data availability for bookings is only available from July 2018. Staff reviewed the bookings from July 2018 to 01 July 2021 and the results show 152 confirmed bookings in the small theatre during the period.



Of the 152 bookings;

1. 80 North Canterbury Academy of Music – Seats remain extended
2. 41 General bookings – Seats remained extended
3. 20 General Bookings – Additional Seats added
4. 11 General Bookings – Seats Retracted
  - a. 9 were WDC Staff events



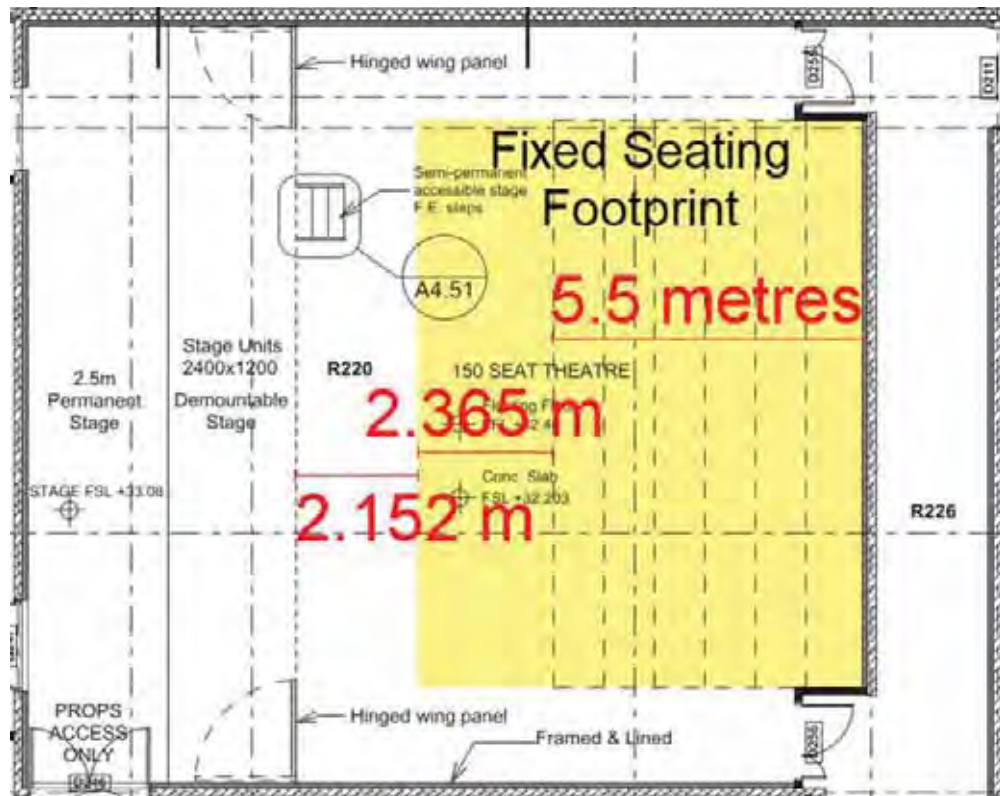
**NB.** A majority of the Staff events are outliers due to the Chambers being refurbished.

- 3.6. Since the re-opening of the Town Hall in February 2015, Town Hall Cinemas have been operating successfully, with stable year on year growth. The seven day a week operations keeps the Town Hall open to public and provides a wide range of support to other activities in the building including catering and room setups for meetings and functions, candy bar & ticket sales for Main Auditorium bookings.
- 3.7. The Cinema is a much loved part of the Rangiora High Street. The establishment of a cinema complex to show current films in a fully modern facility has been embraced by the local community and attendance has increased since opening. The Cinema is both an employer of locals and strong supporters of the community, providing regular movie vouchers to assist local clubs and groups with fundraising. The Cinema team have also actively worked with Council on numerous occasions.
- 3.8. Town Hall Cinemas has a loyal following. However, most of these cinema patrons are elderly and Town Hall Cinemas would like to bring the younger market into their cinema. Their major limitation continues to be having to exhibit films that appeal to seniors in Cinemas 1 and 2 exclusively. This is due to the inferior experience provided by the retractable seating in the small theatre and the lack of drink trays (*the introduction of drink trays has been included in the fixed seating proposal*). This also negatively affects the experience of adults and families alike.
- 3.9. A large majority of families & younger people (*driving age*) within the district, currently travel outside of the Waimakariri area to watch movies as other cinemas have moved towards to more luxurious seating with fewer numbers, creating a more comfort orientated experience. In order to be able to compete with these cinemas and encourage local use, town hall cinemas need to be able to offer a comparable level of comfort which is not achievable with the current seating.

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

- 4.1. This issue has been raised to staff by Town Hall Cinemas who have been proactive in their request and provided an upgrade proposal. This is attached for your reference (TRIM 210826138446)
- 4.2. Having a higher capacity theatre with comparable comfort levels to Cinemas 1 & 2, will enable scope to exhibit more niche showings. Introducing a uniqueness to the Townhall offerings, thus further bolstering its appeal to the Community and wider district. (*See Townhall Cinemas – Seating Upgrade – Benefits to the Community – TRIM 210825138115*)
- 4.3. Upgrading the seating will likely future proof the cinema for years to come and make it competitive to its closest competitors; Readings at the Palms and Hoyts Northlands.
- 4.4. Town Hall Cinemas propose to use Effuzi Club cinema seats designed with ergonomic comfort in mind. This is a slim-profile cinema seat but with all the comfort and style for those needing more streamlined movie theatre seating. This is a fixed, non-foldable and non-reclining unit at a cost of \$848.32 per seat (*including installation and vinyl upholstery upgrade*).

There are 93 seats in the current retractable seating however as a fixed seating option takes up more space Town Hall Cinemas have proposed either an 81 seat option or a 98 seat option (*NB. Financial calculations based on 98 seat option as this is the preferred option*).



Both of these options would mean that we would lose floor space as this proposal is a fixed arrangement and will not retract. The figure above shows the footprint (*yellow*) of the 98 seat solution. The proposal encroaches a further 2.3m metres into the theatre, but 2.1m of clear space is still maintained for circulation thus ensuring fire evacuation compliance.

- 4.5. Staff investigated alternative options in regards to modifying the existing retractable seating. The supplier has advised that the current specified seat is the best available in the retractable options and advised we had 2 options.
1. Spread the current seating out to allow more space between users however this would mean we would lose 6 seats but give the benefit of more room. Staff do not believe this is the viable solution as revenue will be reduced further due to the reduction in seat numbers and still not resolving the comfort issue
  2. Retrofit onto the existing frame and creating a collapsible solution. Whilst this creates the floor space, it requires storage space for 80 seats elsewhere in the building. This option is not recommended as we have no current space in the Town Hall for these seats and logistically arranging the availability of people to move the seating would be extremely difficult to manage.

### **Implications for Community Wellbeing**

- 4.6. There are implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.7. **Social** - Watching a movie is considered a recreational need for many and can be a tool for helping people explore their feelings and broach difficult subjects. Thought-provoking films can allow people to discuss the many difficult and complex issues in an accessible way. In addition it can be seen as a form of therapy. It gives viewers the ability to escape their own lives and immerse themselves in the story. In the same way a reader would in a book or the audience do in a Theatrical Play or Opera.
- 4.8. **Economic/Cultural** - Upgrading the Small Theatre would allow the Council to promote this theatre for other avenues. For example; comedy shows, film festivals, small intimate music gigs, Readings and more. This would also allow Town Hall Cinemas to exhibit a much wider range of films from blockbusters to independent arts. This would have a major positive impact on the community by exposing it to a boarder range of cultural arts media. There would also be the added advantage of increased tertiary spending to the district with the increased foot fall to the facility. This would allow Townhall Cinemas and Waimakariri District Council to execute a number of strategic growth initiatives for the Facility and District.
- 4.9. The Management Team has reviewed this report and support the recommendations.

## **5. COMMUNITY VIEWS**

### **5.1. Mana whenua**

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

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

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

- 5.3. Staff have consulted with user groups around the proposed change. Feedback was as follows:

<b>User Group</b>	<b>Response</b>
North Canterbury Academy of Music (NCAM)	<i>We do currently use the floor space for orchestra rehearsals. However, this is just for ease and we could move up on to stage area. I can fully understand how the proposal would enhance the theatre as I agree, the seating is not very comfortable. As I say, thank-you for consulting us. We will work around whatever is provided.</i>
Oxford Area School	<i>Great idea turning it into a fully functional with comfortable seating cinema. From our perspective we would not be able to utilise the Town Hall for our Wearable Arts as we would definitely need the larger floor space to use as a changing room.</i>
Jenna McKenzie School of Dance (JMSD)	<i>We use pretty much all of the floor space. We set up tables for makeup/first aide and seat each class in groups on the floor 2m would not be enough. Only older students who are ready sit on the seats which actually cause more injuries than anything else at the venue</i>

Cancer Society	<i>Cancer Society would like to hold their runway event in there and use this space as a room to get changed in and display the clothing. They are wanting to book the space now however with the uncertainty as to how the venue will be set up have opted to have their event elsewhere next year as need the full floor space.</i>
Friends of the Townhall	<i>I support the proposed changes. Unfortunately the usage with the need to retract the seats is minimal, and to sit in those quite uncomfortable seats is not a very good experience. We need to maximise its use, and I think the changes are positive. We also need to ensure the picture theatre operator can ensure the future viability of having movies in Rangiora. Loss of that would be catastrophic.</i>
Julia Holcroft	Staff met with Julia to discuss the proposal. Julia was not opposed to the solution and felt that it potentially opened up other opportunities for other smaller events. Music recitals, Ballet etc...

The two users groups (*Oxford Area School & JMSD*) that raised concerns around overall floor space being reduced were followed up by staff and informed that the removable section of stage could still be removed if required to provide them the space needed. Both user groups were satisfied by this response.

#### 5.4. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report.

No specific consultation of the wider community has been made. Staff believe that the user groups of the space would be most affected by this proposal and have opted to focus consultation in that area rather than undertake consultation with the wider community. The proposed seating will provide a more comfortable and enjoyable experience to users of the cinema and other audiences with the impacts being felt by the groups as opposed to the wider public.

- 5.5. Tin Man Pictures has provided a letter outlining the benefits to the community (TRIM 210825138115)

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

### 6.1. **Financial Implications**

There are financial implications of the decisions sought by this report.

- 6.2. Town Hall Cinemas have approached Alloyfold to provide a quote. The cost of adding a new fixed seating option is as follows: This quote does not include dismantling and removing the current seating.

<b>Description</b>	<b>Cost (Excl. GST)</b>	<b>Notes</b>
98 Effuzi Club Cinema Seats	\$62,692.00	
Seat installation	\$9,600.00	

Carpet for staging area	\$4,465.00	
Carpet roll for floor area	\$2,075.00	
Stage Construction	\$50,000.00	<i>Estimate pending design</i>
Retractable seating demolition	\$10,000.00	<i>Estimated</i>
Professional Services	\$8,000.00	<i>Structural &amp; Architectural</i>
<b>98 seats total</b>	<b>\$146,832.00</b>	

- 6.3. The current lease arrangement includes annual base rent of \$49,467.25 including GST. There is an additional Turnover Rent of 5% of gross per annum for ticket sales for Cinema 1 & 2 and 7.5% of gross per annum for ticket sales in the Small Theatre. Turnover rent received for the 2019 financial year was \$55,534 including GST.
- 6.4. We have not included 2020 figures in this report as they do not reflect a typical revenue trend for Town Hall pictures due to impact of Covid-19 on the Cinema Industry.
- 6.5. The upgrade of the seating will allow Town Hall Cinemas to be able to increase the ticket price of Cinema 3 to match Cinema 1 and 2 prices. This will be an increase of \$2.50 for adults and \$1 for seniors. From January 2019 to January 2020 there were a total of 26,725 admits in Cinema 3. The raising of ticket prices would generate an increase in revenue of over \$40,000 per annum at the current seat count. Furthermore, the improvement of comfort level will increase overall patronage and concessions by an additional 10-20%, thereby further improving the profitability and financial viability of the business.
- 6.6. Town Hall Cinemas have proposed two options:

**Option 1:**

Town Hall Cinemas will receive an increased base rental of \$20,712.00 incl. GST (revised based lease \$70,140.00) and the box office ticket commission will remain the same at 7.5% gross per annum for 10 years

**Option 2:**

Town Hall Cinemas will receive an increased base rental of \$20,712.00 incl. GST (revised base lease \$70,140.00) and box office ticket commission is fixed at \$55,534.00 for 10 years

Staff recommend Option One; increasing the base rent of \$49,427.25 incl. GST to \$70,140.00 incl. GST with the continuation of 7.5% gross per annum on ticket sales as per the current agreement. The increase in base rate will repay the initial capital expenditure over a 10 year period for Council, whilst allowing Townhall Cinemas to benefit from the increased revenue from ticket sales.

6.7. The figure below details the 10 year payback structure based on a 3.75% interest rate

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Total
Interest	5,410	4,929	4,430	3,912	3,374	2,816	2,236	1,634	1,009	361	30,110
Principal	12,601	13,082	13,581	14,099	14,637	15,195	15,775	16,377	17,002	17,650	150,000
	<b>18,011</b>	<b>18,011</b>	<b>18,011</b>	<b>18,011</b>	<b>18,011</b>	<b>18,011</b>	<b>18,011</b>	<b>18,011</b>	<b>18,011</b>	<b>18,011</b>	<b>180,110</b>
Rating units	25,705	26,205	26,705	27,205	27,705	28,205	28,705	29,205	29,705	30,205	
Average share	\$ 0.70	\$ 0.69	\$ 0.67	\$ 0.66	\$ 0.65	\$ 0.64	\$ 0.63	\$ 0.62	\$ 0.61	\$ 0.60	

6.8. It is worth noting that the Town Hall Cinemas lease is due for renewal and whilst we do not believe the seating proposal has any bearing on this renewal. We should be mindful that the outcome has some relevance to the profitability of Townhall Cinemas. The loss of a competent cinema operator in the Town Hall would have significant impacts on the levels of service provided and in the current economic climate it would be difficult to attract new cinema operators.

6.9. There is considerable time and cost required to go to market to procure a new cinema operator. In addition the contract negotiation and settling period can be extremely protracted for a new operator which directly impacts the end-users level of service.

6.10. Staff recommend that the Council own the asset and recover this cost over a 10 year period as this is the same structure as originally set out in the 2015 refurbishment with Cinema 1 & 2. By having ownership of the asset, Council mitigate the possibility of dispute if Town Hall Cinemas cease to operate.

6.11. Staff recommend that Council progress with the fixed 98 seat option.

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

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

Whilst the disposal of a usable retractable seating unit could be deemed as wasteful, the unit is over 5 years old and theoretically the capital investment has now been written off. In contrast the staff recommendation will provide an asset that is future proofed for a minimum of the 10 year agreement with Townhall Cinemas, and also beyond as the facility will become more viable for other operators.

Staff have the ability to steer the materials selection in a sustainable direction, not only in the manufacturing process but also in end of life disposal.

Staff have identified that if possible there is an opportunity to reuse the retractable seating within the new Mainpower Stadium. Staff are therefore currently investigating the feasibility of this option or if they could be used in another Council facility or be repurposed by another community group.

Should re-use not be feasible, Staff will endeavour to separate the individual components when disposing of the existing retractable seating, to enable materials to be recycled wherever practicable. For example Aluminium, Steel, Seats etc.

### 6.3 **Risk Management**

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

There is a financial risk with adopting the recommendation which relates to the payback structure of the funding. With the adoption of Option One, Council rely on the solvency of Townhall Cinemas for the next 10 years. There is a risk that this business ceases trading prior to the asset being paid and as such the burden of the shortfall will be left to the

ratepayer. However, the asset will remain under Council ownership and the Cinema operations will either be re-let or come under Council operation. In either of these two options there are ways to structure future agreements to reimburse the original capital expenditure.

### 6.3 Health and Safety

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

The demolition and construction of the seating systems will fall under the Contractor Health and Safety Management Process to ensure safety is maintained for the Contractor, WDC staff and members of the public. A risk assessment will be completed during the planning phase to identify the potential hazards and then the appropriate mitigation measure put in place to manage.

## 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 1991 and 2004 – Staff will ensure these works will be constructed in accordance with Building Act 1991 and 2004.

### 7.3. Consistency with Community Outcomes

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

**Public spaces and facilities are plentiful, accessible and high quality, and reflect cultural identity** - The accessibility of community and recreation facilities meets the changing needs of our community

**There is a strong sense of community within our District** - There are wide-ranging opportunities for people of different ages, abilities and cultures to participate in community life and recreational and cultural activities.

**The community's cultures, arts and heritage are conserved, developed and celebrated** – There are wide-ranging opportunities to participate in arts and cultural activities. Public places and spaces provide opportunities for cultural expression and integrated arts.

**People's needs for mental and physical health and social services are met** - There are wide ranging opportunities to support people's physical health, social and cultural wellbeing.

### 7.4. Authorising Delegations

The Community and Recreation Committee have the delegated authority to approve the recommendations of this report



## Cinema 3 Seat Upgrade Proposal

This report outlines the potential benefits of replacing Cinema 3's seats at Town Hall Cinemas and the associated costs. The proposed seats would replace the current 93 retractable seats and its staging for fixed seats and fixed staging.

We believe, replacing cinema 3's seats will have the following two main benefits:

1. **Improve patrons' cinema-going experience**
2. **Increase cinema revenue and its financial viability**

### 1. Improve the patron's cinema-going experience

Since opening in 2015, Town Hall Cinemas has received a substantial amount of complaints from the community about the current legroom and comfortability of the retractable seating in Cinema 3.

The majority of reviews for Town Hall Cinemas on Google and Facebook are overwhelmingly positive apart from the ongoing complaints about the retractable seating in question. Please review the following which are just some of the relevant reviews:

- Glen Roberts - *"Seats in the normal cinemas are way too close together. If you're taller than 6 foot/188cm you will be very uncomfortable and sore"*.
- Siko Parr - *"Avoid watching movies in the large theatre, seats are extremely uncomfortable. Not what you would expect from cinema seating these days."*
- Jane Marah - *"Rows of seats way too close together"*
- Mark White - *"Seating not very comfortable"*
- Iraj Smith - *"Seats are very small"*
- Ben Brady - *"Tiny aeroplane sized seating in the largest cinema. No arm rests, cup holders and my knees hit the next row. Don't ruin your movie by going to this theatre."*
- Jayne Rattray - *"I just about had to pry my poor 6ft2 husband out of his seat his knees were so wedged into the seatback in front"*
- Amber G - *"Not pleasant seating, uncomfortable. No cup holders. Cinemas 1 and 2 are much better."*
- Anna Leversha - *"Seating is small and tight, no leg room or shoulder room and no cup holders either. I will not be booking a movie in the 'theatre room'."*

### 2. Increase cinema revenue and it's financial viability

Currently Town Hall Cinemas is forced to sell tickets to Cinema 3 at a reduced ticket price because of the uncomfortable seats. This greatly affects the profitability and the financial viability of the business.

In addition to greatly improving the comfort of the seating, if Town Hall Cinemas is to proceed with the proposed upgrade, we will be able to also add individual seat trays that will allow customers to conveniently store their drinks and other movie snacks (currently they need to put their drinks and snacks on the ground). This will allow Town Hall Cinemas to offer a wider range of food and snacks thereby increasing the average customer spend and simultaneously improving overall customer satisfaction.

Upgrading the seating will also future proof the cinema for years to come and make it competitive to its closest competitors; Readings at the Palms and Hoyts Northlands.

## Cinema 3 seat upgrade proposal

Town Hall Cinemas would like to propose the following upgrades to Cinema 3. The seats will be purpose-built cinema seats designed for maximum comfort, similar to the seats currently used in Cinema 1 and 2. They will be installed on fixed staging (non retractable) while still allowing for ample floor space for multi-use.

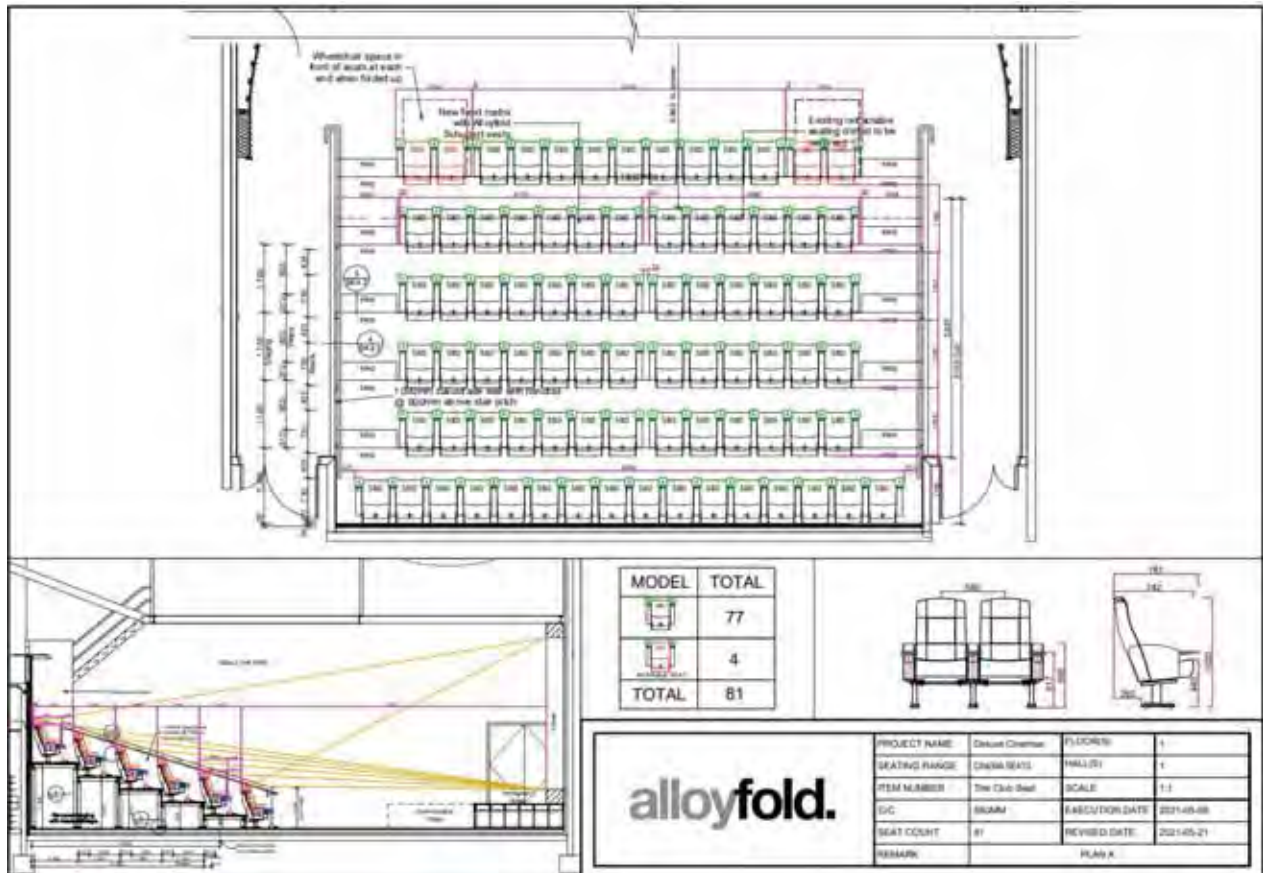
The new permanent staging will also allow for ample leg room for patrons to easily walk through the aisles. We would like to put forward the following two seating options:



1. Option one: 81 seats
2. Option two: 98 seats

### 1. Option one: 81 seats

Based on the current drawings, the front row will protrude approximately 1250mm out from the current retractable seating to house a total of 81 seats.



Proposed seat map for 81 seats, provided by alloyfold ltd.

### 2. Option two: 98 seats

This option will protrude approximately 2,365mm out from the current retractable seating to house a total of 98 seats. A drawing of option two will be provided by request.

## Carpet

Town Hall Cinemas would also like to add carpet placed on the floor space between the front row and the stage. This will further assist in creating a more authentic cinema feel. This carpet would be able to be rolled up in the event of multi-function use. Note, this carpet is in addition to the carpet required on the seat staging.

## The Seats

We propose to use Effuzi club cinema seats designed with ergonomic comfort in mind. This is a slim-profile cinema seat but with all the comfort and style for those needing more streamlined movie theatre seating.

Fixed, non foldable and non reclining these cost \$560.00 per seat. More information here: [Effuzi Club Cinema Seat](#)



## Costs

A breakdown of the costs of the two options is provided below.

Description	Cost (excluding GST)	Notes
81 effuzi club cinema seats	\$45,327	This is option 1 (freight included)
98 effuzi club cinema seats	\$54,840	This is option 2 (freight included)
Seat Installation	\$7,938	
Carpet for staging area	\$4,465	
Carpet roll for floor area	\$2,075	
Stage construction	\$45,000 to 50,000.00 estimate only. Pending final design	Staging construction quote is based on <a href="#">this 2016 quote</a> .
New architectural drawings and engineer drawings	\$5,000 to \$8,000 estimate only.	Required for new design
<b>81 seats total</b>	<b>\$113,305.00</b>	<b>This is option 1 estimate</b>
<b>98 seats total</b>	<b>\$122,818.00</b>	<b>This is option 2 estimate</b>

## Revenue forecasts

By installing new seats, Town Hall Cinemas will be able to increase the ticket price of Cinema 3 to match Cinema 1 and 2 prices. This will be an increase of \$2.50 for adults and \$1 for seniors and children at our current pricing.

From January 2019 to January 2020 there were a total of 26,725 admits in cinema 3. The increase in ticket prices would represent an increase of over \$40,000 per annum at the current seat count.

Additionally, improving the seats is likely to increase overall patronage and concessions by an additional 10-20%, thereby further improving the profitability and financial viability of the business.

## Proposed payment options

We have prepared three proposed payment options should WDC wish to proceed with this initiative.

**Option 1 :**

WDC to pay 100% of the associated costs, thereby retaining complete ownership, inline with Cinema 1 and 2. In exchange, Town Hall Cinemas will receive no rent relief nor the abolishment of any box office percentages. This would mean WDC can expect the same base lease of \$49,467.25 incl GST and box office percentage similar to 2018 to 2019 (\$55,534) with the additional revenue expected from upgrading the seats.

**Option 2:**

Town Hall Cinemas to pay 100% of the associated costs, thereby acquiring ownership of the seats and staging. In exchange, WDC to cease all existing box office turnover rent and the base lease to remain unchanged at \$49,467.25 incl GST.

**Option 3:**

Town Hall Cinemas and WDC to split the associated costs and renegotiate the lease. This option is open for discussion.

With all three options presented, we are open to suggestions and happy to discuss.



## Cinema 3 Seating Upgrade: Benefits to the Community

Since opening over six years ago, Town Hall Cinemas has cultivated an exceptionally loyal following within the community through the curation of movies tailored for its unique demographic. This enthusiastic audience is primarily comprised of adults, seniors and families, with seniors making up the majority (outside of school holidays, which brings in more young people)..

Our major limitation continues to be having to exhibit films that appeal to seniors in cinemas 1 and 2 exclusively, due to the lower than average experience provided by the stadium seating and lack of drink trays. This also negatively affects the experience of adults and families alike.

Upgrading the seating in Cinema 3 to match that of cinemas 1 and 2 would allow us to exhibit a much wider range of senior and adult-skewed films, thereby having a major positive impact on the community as a whole. This would allow us execute a number of strategic growth initiatives including but not limited to:

### ★ Film Festivals

*We could organise film festivals such as The French Film Festival, The Architecture & Design and potentially a satellite venue for the NZ International Film Festival. Currently with Deluxe Cinemas at The Tannery, we have booked in The French and the Architecture & Design festival for 2022. I believe there is scope to run a mini festival of the highlights in Rangiora and deliver the most popular films to the community.*

### ★ Met Opera/NT Live

*We could expand our showings of The Metropolitan Opera's award-winning series of live cinema simulcasts. These sessions are very popular in Rangiora and often sell out as soon as the mailer goes out to the registered database. Seating capacity is limited to Cinemas 1 and 2 as these shows required a certain level of comfort. With the potential upgrade of Cinema 3, these concerts would be screened for a larger audience along with a bigger screen for customers to immerse themselves in the productions.*

### ★ Senior Sneaks Screenings

*Advance screenings of certain senior skewed films with free premium coffee, tea and locally baked biscuits. These are currently limited to Cinema 1 & 2 only.*

### ★ Girls Night Out Screenings

*A special 'Ladies Night' with \$5 glasses of bubbles. These popular events often sell out too quickly with the 24-seat capacity of Cinemas 1 and 2. A drink tray is required for these events and the seating in Cinema 3 currently does not have a drink tray, as mentioned.*

### ★ Cinema Club Screenings

*Special screenings for our Cinema cCub members that include a complimentary glass of bubbles. Again, we are currently too limited with Cinema 1 and 2 only and don't run them at present. Our sister site, Deluxe at The Tannery holds club sessions once a month and sell out within a day once promoted.*

★ **Advance Screenings**

*These are advanced screenings of specific films exhibited before their official release date to generate word of mouth. Currently restricted to Cinema 1 & 2.*

★ **Retro/Classic screenings**

*We would love to offer some of the greatest classic films of the 20th century Cinema 3. We currently do not offer this due to the amount of work required to acquire the film and promote it for only 23 seats. If Cinema 3 was available we would periodically offer these classics.*

Thank you,

Jeremy Stewart | Managing Director  
Mob: 027 414 2009  
Jeremy@townhallcinemas.co.nz

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION****FILE NO and TRIM NO:** EXC-34-20/220120006577**REPORT TO:** COUNCIL**DATE OF MEETING:** 1<sup>st</sup> February 2022**AUTHOR(S):** Jim Harland, Chief Executive**SUBJECT:** Wellbeing, Health and Safety Report to Council February 2022**ENDORSED BY:**(for Reports to Council,  
Committees or Boards)\_\_\_\_\_  
Department Manager\_\_\_\_\_  
Chief Executive**1. SUMMARY**

- 1.1. This report is to update the Council on Wellbeing, Health and Safety matters for the later part of November to end-December 2021. The dashboard reporting in this report is trending from December 2020 to December 2021.
- 1.2. Key points of interest and actions for the period up to the end of December 2021 in the Wellbeing, Health and Safety area, have been dominated by the rapidly changing national COVID19 management requirements, with the introduction of the COVID Protection Framework (CPF) including the COVID Traffic Lights System, including the related role risk assessment process for all positions across Council, as well as the provision of advice and guidance to front-facing Units providing services to the community and incident reporting; and providing general health, safety and wellbeing support across council. Specific focus areas have included:
- 1.1.1 Throughout December, a dominant Health and Safety operational focus, with the introduction of the COVID19 Management Framework from 3<sup>rd</sup> December, has been undertaking in-depth COVID risk assessment for Councils 250+ roles to assess which roles meet central governments vaccine mandate requirements, as part of transitioning to meeting the workplace requirements of the COVID19 Protection Framework and the new Traffic Light system (See section 4.1)
- 1.1.2 At the same time, the Safety and Risk team has prepared a COVID outbreak process and guidance for Unit and Departmental Managers, as part of the COVID management policy which was drafted by the Human Resources team, and which is currently under a review/consultation process across council.
- 1.2.1. There were 12 work-related incidents reported during November up to the end of December, which included employees, volunteers and contractors (See section 4.2 for more information). Additionally there was one non-employee fatality on a council site.

**Attachments:**

- i. Appendix A: December Wellbeing, Health and Safety Dashboard Reports
- ii. Appendix B: November-December 2021 Incidents, Accidents, Near-misses reporting
- iii. Appendix C: Contractor Health and Safety Capability Pre-qualification Assessment (drawn from the SiteWise database)

## 2 **RECOMMENDATION**

**THAT** the Council:

- (a) **Receives** Report No. EXC-34-20/220120006577
- (b) **Notes** that there were no notifiable events this month. WDC is, so far as is reasonably practicable, compliant with the Person Conducting a Business or Undertaking (PCBU) duties of the Health and Safety at Work Act 2015.
- (c) **Circulates** the report to the Community Boards.

## 3 **BACKGROUND**

- 3.1 The Health and Safety at Work Act 2015 requires that Officers must exercise due diligence, including taking all reasonable steps, to making sure that Council complies with its health and safety duties or obligations under the Act. Requirements for discharging Officer Health and Safety Duties for WDC are outlined in Appendix 1.
- 3.2 An Officer, under the Health and Safety at Work Act 2015, is a person who occupies a position that is (or is comparable with) the director of a business or undertaking, or who occupies a position that allows them to exercise significant influence over the management of the business or undertaking. This does not include persons who merely advise or make recommendations to such Officers. Councillors, the Chief Executive and members of the Management Team would be considered to be the Officers of WDC.

## 4 **ACTIVITIES, ISSUES AND OPTIONS**

- 4.1 COVID19 Introduction of the COVID19 Protection Framework – 3<sup>rd</sup> December

During the ongoing COVID19 level 2 lockdown in the month of December, Council has continued to monitor and apply the requirements of national mandates, in relation to delivery of customer/community enquiries and general services in the Service Centre. However, specific COVID19 management activities for December have centered on developing and undertaking a COVID role risk assessment for each of the 250+ job roles across council lead by the Safety and Risk team, supporting the management team and all Unit Heads to consult with their team members about their specific risks in relation to COVID within their role and working environment, interpreting the risk of COVID infection and vaccine application requirements under the new COVID Protection Framework, and the related Traffic Lights system. Specifically this has included:

- 4.1.1 Development and implementation of a new COVID19 Risk Assessment Tool and process, applied to all 250+ roles working across council, as well as for elected members to identify requirement for/the application of COVID19 Vaccination passes (given the varied requirements for example in Aquatics, the Building Unit/Inspectors, Town Hall and the Stadium, Public Events etc)
- 4.1.2 Development and implementation of a new internal Waimakariri COVID19 Traffic Light system, as it applies across all front-facing service and business areas across council specifically the library and aquatics teams, and how it applies to visitors/community users of council services and to council employees, focused initially on the Orange level (ie vaccination requirements, social distancing etc etc), which Waimakariri will be entering on the 3<sup>rd</sup> December. This is in line with the national framework.
- 4.1.3 Development/readiness of a COVID19 outbreak management process, should it occur on a council site, to keep staff and visitors as safe as possible. This is also to ensure good protocols are in place and well-communicated to staff/visitors (ready for all new Traffic Light levels), whilst best-enabling service continuity across council for the Waimakariri community.

- 4.2 There were 13 Health and Safety incidents reported during the 6<sup>th</sup> November to 31<sup>st</sup> December period, which included employees, volunteers and contractors, and one non-employee visitor fatality on Council sites (See Appendix B for more detailed incident information). In summary the incidents were:
- 4.2.1 A visitor to Southbrook Park, who was running in the park, suffered a medical event whilst using the public conveniences after his run, and passed away on-site. No further investigation was required/undertaken other than the incident being appropriately overseen by the site managers, whilst liaising with emergency services.
  - 4.2.2 Two vehicle impact/damage incidents, involving employees/volunteers, which are currently being investigated.
  - 4.2.3 Six minor injuries to employees/volunteers, sustained during normal operational work activities of team members. There was also one near-miss incident involving a trip hazard.
  - 4.2.4 Three non-employee adverse interactions, within Waste Management and Customer Services, mainly in relation to COVID management and masking requirements.
  - 4.2.5 See Appendix A Incident Reporting Dashboards, for more information on incident types and people involved in reported incidents over the last 12 months. See Appendix B for more detailed information on specific incidents.
- 4.3 The Safety and Risk team have instigated activities to develop a system of monitoring and management of our asbestos obligations as they relate to Council owned buildings using databases to simplify the operation. The Property team are supporting this activity to confirm asset information before wider organisation involvement.
- 4.4 The Management Team has reviewed this report and support the recommendations.

## 5 **COMMUNITY VIEWS**

### 5.1 **Mana whenua**

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

### 5.2 **Groups and Organisations**

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

### 5.3 **Wider Community**

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

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

### 6.1 **Financial Implications**

All current known financial implications for the upcoming year's health and safety activities have been accounted for within approved project costs, or via departmental budgets already allocated to health and safety or individual teams.

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

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



### 6.3 **Risk Identification and Management**

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

6.3.2 Recent Annual Health checks have upheld our commitment to mitigate the highest risk within the Health and Safety Risk Register. Infectious Diseases / Biological Hazards (R00213).

### 6.4 **Health and Safety**

There are no health and safety risks arising from the adoption/implementation of the recommendations in this report. Continuous improvement, monitoring, and reporting of Health and Safety activities are a key focus of the health and safety management system.

## **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**

The key legislation is the Health and Safety at Work Act 2015.

The Council has a number of Human Resources policies, including those related to Health and Safety at Work.

The Council has an obligation under the Local Government Act to be a good employer.

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

There is a safe environment for all.

Harm to people from natural and man-made hazards is minimised.

Our District has the capacity and resilience to quickly recover from natural disasters and adapt to the effects of climate change.

Crime, injury and harm from road crashes, gambling and alcohol abuse are minimised.

Climate change challenges are addressed in an appropriate, timely, cost-effective and equitable manner. Our District is well served by emergency services and volunteers are encouraged.

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

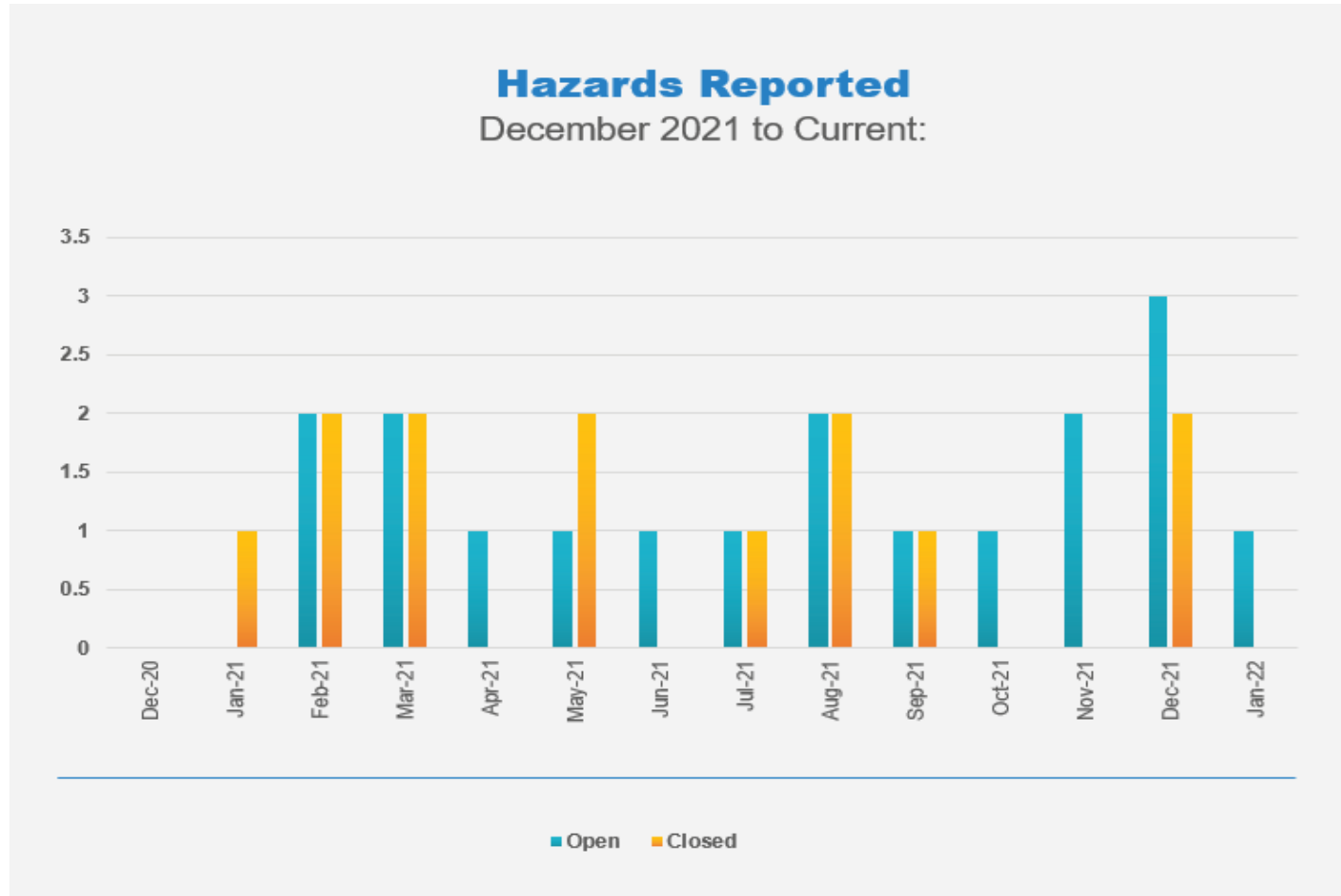
The Health, Safety and Wellbeing of the organisation, its employees and volunteers ensures that Community Outcomes are delivered in a manner which is legislatively compliant and culturally aligned to our organisational principles: ta mātou mauri.

### 7.4 **Authorising Delegations**

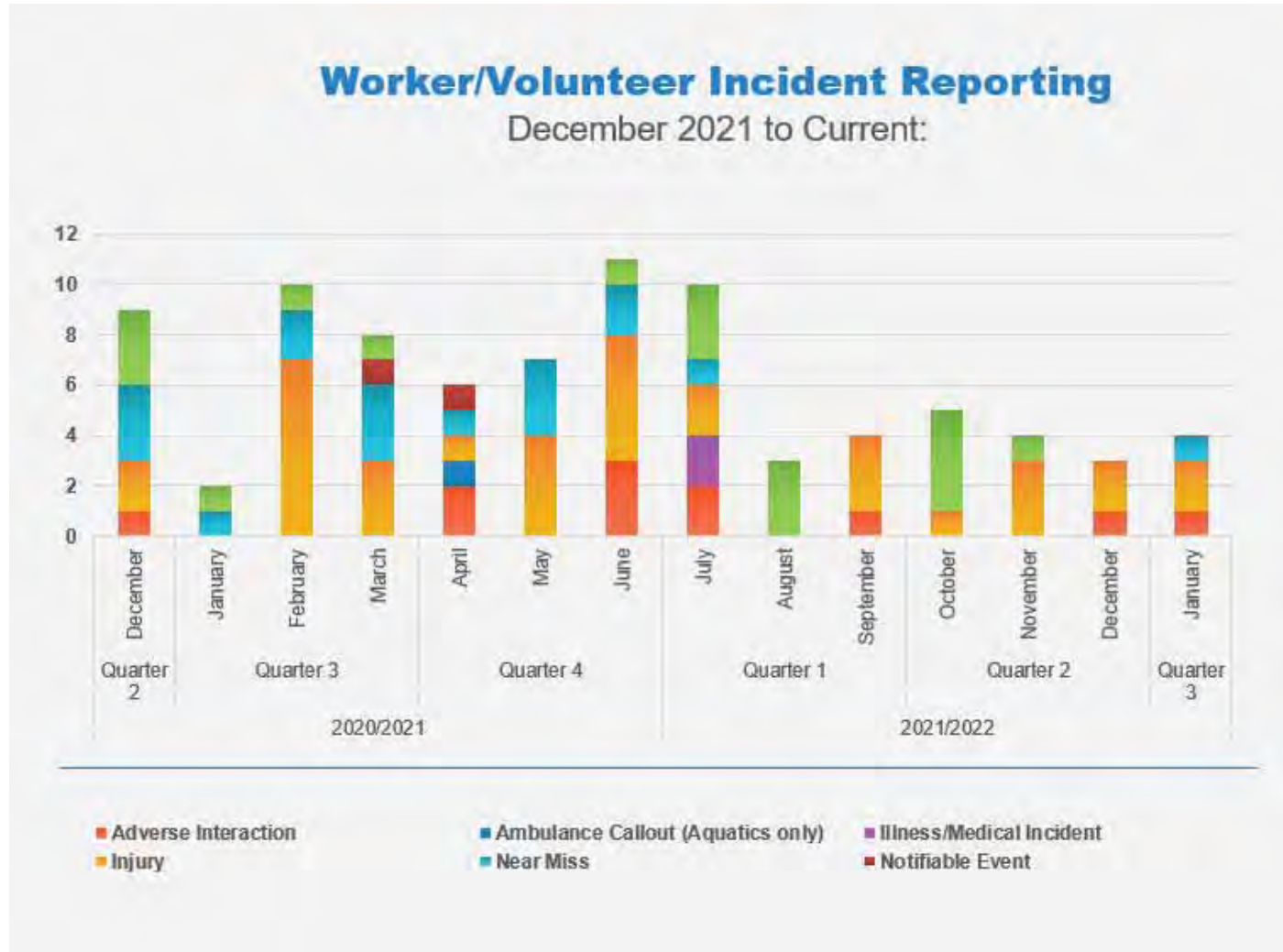
An officer under the Health and Safety at Work Act 2015 is a person who occupies a specified position or who occupies a position that allows them to exercise a significant influence over the management of the business or undertaking. Councillors and Chief Executive are considered to be the Officers of WDC

## Appendix A December 2021 Wellbeing, Health and Safety Dashboard Report

### Hazards Reported – December 2020 to December 2021



Worker/Volunteer Incidents/Injuries Reported During the Period – December 2020 to December 2021



## Worker/Volunteer Incidents/Injuries Reported During the Period (By Type) – December 2020 to December 2021



### Appendix B Details of Incidents, Accidents and Near-Misses (Employees, Volunteers, Contractors and Community Members)

Date	Person type	Occurrence	Event description	Response
6/11/2021	Employee/Volunteer	Injury	A staff member was carrying salt bags in from a delivery truck when she felt her back strain. She was OK for the rest of her shift however she started feeling pain the following morning.	No medical attention required. Awaiting further details. No lost time incurred.
11/11/2021	Employee/Volunteer	Injury	A staff member fell over outside the public library on an uneven surface. They bruised their hand and scraped their knees.	Bruising to knees and hand. No medical attention required. Uneven surfaces are becoming a concern around the campus. H&S have asked property to engage the right people for an audit of the campus pavements.
15/11/2021	Employee/Volunteer	Injury	Staff member felt discomfort similar to a pulled muscle or a pinch in her hip following lunging while on her knees in the pool.	The staff member initially advised that they had injured themselves at home but was ok to continue working. Then after management noticed the individual limping they were advised to see a medical professional and now we understand that they may have exacerbated the injury while in the water. Ongoing investigation.
16/11/2021	Employee/Volunteer	Property and Vehicle Damage	Damaged to the left side trailer guard when putting the trailer away.	Discussion with staff around backing trailers and housekeeping to ensure sufficient room in the shed. Damage repaired and no further investigation required.
17/11/2021	Non-Employee	Near miss	A person tripped on a cord of a laptop in the Council Chambers at a meeting for North Canterbury Neighbourhood Support.	No injury was incurred. Staff to ask members to ensure that laptop use is confined to adequately charged devices and that cords should only be used where they can be safely velcroed to the floor.

17/11/2021	Employee/Volunteer	Injury	A person's foot slipped on ladder while she was getting out of the pool which hurt her left little toe.	Doctor confirmed a fracture to her little toe. No further investigation needed and no lost time incurred.
23/11/2021	Non-Employee	Fatality	Man went into Southbrook Park toilets following a run at the park and had a medical event which resulted in his passing.	No further investigation required outside of the authorities managing it.
3/12/2021	Non-Employee	Adverse interaction	Interaction with customer in a call back requesting personal information about staff and the Mayor following and odd voicemail round Covid Vaccination certificates.	No further investigation needed. Customer was followed up with and an outcome was reached in terms of the customers queries.
13/12/2021	Employee/Volunteer	Injury	Staff member was lifting yellow plates off holes felt some lower back pain.	No medical attention was needed, staff asked to use tow person lifting for difficult and heavy plates. No further investigation needed and no lost time incurred.
15/12/2021	Employee/Volunteer	Injury	Staff member slipped over running in the rain from her car into the library building in Kaiapoi.	Bruising and stiffness for a few days. No medical attention needed. This occurred during a heaving rain event.
17/12/2021	Non-Employee	Adverse interaction	Hard of hearing lady asked for staff mask to be removed when talking to them at the front counter. The customer raised that she has an exemption at home that states others have to remove their mask so she can lip read. We are allowing un-vaccinated into RSC and the staff member felt uncomfortable and did not want to take their mask off.	Staff advised to purchase clear face visors so that people that are hearing impaired can lip read. Supplier details given for team orders.
23/12/2021	Non-Employee (contractor)	Property and Vehicle Damage	A contractor responded to a call from the Maintenance Contractor regarding seal bleed. One contractor was to establish traffic management, with the other treating the seal bleed with dry chip from a roller spreader. On arrival to site, the contractor engaged to treat the seal noticed vehicles travelling through the affected areas and heavily applying brakes, due to traction issues. They made the decision to apply the chip, prior to the traffic management being fully in place. This decision was made with the belief that the road would be safer, by applying the dry	Currently under investigation.

			chip to the slick and wet bitumen, increasing the skid resistance. This decision also factored that the traffic management would be in place shortly after. Shortly after applying the chip, a vehicle lost traction on the site. The vehicle lost control and ended up on the shoulder against a bank. No one was harmed.	
31/12/2021	Non-Employee	Adverse interaction	A Waste Management Kerbside Collection Driver was approached by a resident who had their recycle bin rejected. The resident was aggressive and attempted to enter the cab of the truck. Camera footage from on board the truck was viewed by the Solid Waste officer. Waste Management are seeking a copy of the video footage for their police report	Under investigation.

#### Lost Time Injuries

<b>Lost Time Injuries - Aquatics:</b>	2019 to current	<p><b>Injury one:</b> Currently on RTW trial – 7.75hrs x 3 days per week (23.25) Date of injury - 29th Nov 2020 Weekly contracted hours = 38 1614 hrs lost to date</p> <p><b>Injury two:</b> Currently on RTW trial 26 July – 2.5hr x 4days per week (10) Date of injury 28 June 2019 Weekly contracted hours = 30 3110 hrs lost to date</p>
<b>Lost Time Injuries Water Unit:</b>	2021 to current	<p><b>Injury one:</b> Date of injury – 27 April 2021 (RTW hrs 24hrs/wk. currently) Weekly contracted hours = 40 780 hrs lost to date</p>

**Lead Indicators**

<b>Safety Inspections Completed (Workplace Walkarounds)</b>	2022	Workplace Walkarounds to be distributed for February.
<b>Training Delivered</b>	2021/2022	People Trained: 34 Situational Safety 17 <sup>th</sup> December 2021



## Appendix C December 2021

### Contractor Health and Safety Capability Pre-qualification Assessment (drawn from the SiteWise database)

Waimakariri's preferred supplier Health and Safety management grading requirements within the SiteWise pre-qualification system, are determined by Councils internally assessed risk level of the project, which the contractor is being engaged to undertake:

- Standard risk project = minimum of 50% assessment score required
- Medium risk project = minimum of 60% assessment score required
- High risk project = minimum of 75% assessment score required

Using such a national standard Health and Safety assessment approach (backed by SiteSafe), to assess a contractors Health and Safety systems and capability, is designed to enable more effective supplier selection and an easier tendering process. The approach also enables suppliers of all sizes/types to be assessed against a consistent structure, without the process being cost preclusive to smaller contractors/suppliers. The SiteWise assessment grading levels:



- Green Level (75% plus) indicates good quality health and safety systems are in place
- Gold Level (90% plus), indicates High Quality Health and Safety systems in place).

Current Supplier assessment scores:

Current WDC Preferred Contractor Assessment Scores				
0-49%	50-74%	75-89%	90-100%	EXEMPT
0	7	46	76	12

= **129** Suppliers Assessed and Current on the SiteWise system, with an average score of 89% with another 12 assessed as equivalent to SiteWise (50% minimum)

Current SiteWise All Contractor Assessment Scores				
0-49%	50-74%	75-89%	90-100%	EXEMPT
488	953	3325	1464	12

Of all assessed contractors on the SiteWise System database there is an average score of 77%, representing 12% lower scoring value to those accepted on the Waimakariri preferred supplier group, within the database. Waimakariri District Council do accept alternative forms of health and safety prequalification (to SiteWise), as long as the assessment process includes an external audit of the contractor's health and safety systems, and they are recognised as having industry credibility. If the contractor meets the required criteria they are added to Waimakariri's preferred supplier list as being EXEMPT.

# MINUTES (in Review)

## CANTERBURY MAYORAL FORUM



<b>Name:</b>	Canterbury Mayoral Forum
<b>Date:</b>	Friday, 19 November 2021
<b>Time:</b>	8:30 am to 11:46 am
<b>Location:</b>	Rydges Latimer, 30 Latimer Square, Christchurch Central
<b>Board Members:</b>	Sam Broughton (Chair), Craig Rowley, Craig Mackle, Dan Gordon, Gary Kircher, Graham Smith, Jenny Hughey, Lianne Dalziel, Marie Black, Neil Brown, Nigel Bowen
<b>Attendees:</b>	Alex Parmley, Bede Carran, David Ward, Dawn Baxendale, Hamish Riach, Hamish Dobbie, Jim Harland, Stefanie Rixecker, Will Doughty, Amanda Wall, Maree McNeilly, Rosa Wakefield, Sean Tully
<b>Apologies:</b>	Stuart Duncan, Angela Oosthuizen
<b>Guests/Notes:</b>	Dr Tim Davie, Jesse Burgess, Tumu Taiao Yvette Couch-Lewis (Environment Canterbury) - item 2.1; Fabia Fox and Lan Pham (Biodiversity Champions) - item 2.2; Paul Stocks (Regional Economic Development Senior Official) - item 2.5; Jim Palmer (Independent Chair, Greater Christchurch Partnership) - item 3.3; (Chair Future for Local Government Review) – item 3.4

### 1. Opening meeting

#### 1.1 Mihi, welcome, introductions and apologies

The chair welcomed everyone to the meeting with the Canterbury Mayoral Forum mihi.

#### 1.2 Confirmation of agenda

The agenda was confirmed, with one item of general business:

- regional leadership and a strong social policy network for Canterbury.

#### 1.3 Minutes from the previous meeting

Canterbury Mayoral Forum 20 Aug 2021, the minutes were confirmed as presented.

#### 1.4 Action List

Due Date	Action Title	Owner
22 Nov 2021	Set up a visit to Kiwirail <b>Status:</b> On Hold	Maree McNeilly
17 Dec 2021	Action <b>Status:</b> In Progress	Maree McNeilly
31 Mar 2022	Visits to tertiary campuses <b>Status:</b> In Progress	Maree McNeilly

Updates were provided on the three outstanding actions:

Minutes : Canterbury Mayoral Forum - 19 Nov 2021

- arranging a meeting with Minister Wood: we have received a response to our letter and this has been shared with members. Members agreed that a visit to Wellington should be arranged to meet with the Minister, with other transport-related meetings scheduled to coincide.
- site visit to KiwiRail: this was scheduled for 22 November, but has been postponed until early 2022 due to Alert Level 2.
- visit to Lincoln University: this is scheduled for 4 March 2022.

Members discussed Covid-19 vaccinations, and agreed to make a statement encouraging second vaccinations to the public following the meeting. All members have had both vaccinations.



### Action

Draft a press release from the Mayoral Forum encouraging Canterbury to get their second Covid-19 vaccination.

**Due Date:** 22 Nov 2021  
**Owner:** Maree McNeilly

## 2. For discussion and decision

### 2.1 Climate Change Risk Assessment final report

Dan Gordon spoke to the paper, with support from Dr Tim Davie, Tumu Taiao Yvette Couch-Lewis and Jesse Burgess from Environment Canterbury. Dan noted that the technical report is now complete, and shows that climate change risk is increasing in likelihood between now and 2100.

Discussion included:

- that this is a pioneering piece of work for New Zealand, with the connectedness between climate risks and Ngāi Tahu values and mātauranga a key focus
- that the name Te Tutei o Te Hau sets the foundation for the framework, as the surveillance of the wind is in alert system in Te Ao Māori
- that the framework uses an integrated approach, which can be taken by each council and embedded within integrated planning processes to identify threats and opportunities across their communities
- the importance of council building on relationships with their papatipu rūnanga
- the impact of climate change on at-risk taonga species
- that mana whenua are committed to this document and to using an integrated framework
- that the challenges introduced by climate change will impact in different ways across the region
- that climate change opportunities are included in the report but must be considered in relation to the broader report
- that delays to the report caused by mid-year floods and COVID-19 have caused a reduction in scope, with some of the urgency and consequence piece having been descoped
- that Canterbury is well-placed to integrate this report into planning and action, including engaging with councils, rūnanga and communities, and some councils are already working to build this technical work into their own planning work
- work on the snapshot report is continuing as it needs more technical detail to make it valuable to the community. This will go back through the Climate Change Steering Committee once changes are complete
- the significance of the work with Ngāi Tahu and the gifted name were noted.

Once it has been endorsed by the Forum the technical report can be released to the public. It will be shared through the It's Time, Canterbury website, the Mayoral Forum website, and councils. Concerns were raised about publicly releasing the technical report before Christmas, due to the lack of focus it would attract. The possibility of a soft launch was raised, where information is shared with community groups who are already doing work in this area. This could be followed in early 2022 by a series of workshops with external speakers and video material to share online.

Gary Kircher noted that Waitaki is cut in half by the report. Waitaki would prefer for the whole district to be included before the report is released. Members agreed that the technical report should be reviewed to consider how to ensure Waitaki is appropriately represented, and to note challenges of the regional boundary cutting across the Waitaki District. The NIWA data the study was done on covers the whole South Island. Stefanie suggested a follow up conversation with Gary around how he would like to do this.



## Decision

The Forum agreed to:

1. endorse the Te Ao Māori integrated risk assessment framework and the gifted Ngāi Tahu name 'Te Tutei o Te Hau – Surveillance of the Wind'
2. endorse the Canterbury Climate Change Risk Assessment technical report for public release
3. delegate to the Canterbury Climate Change Steering Group the finalisation of the communications and engagement plan for the release of the technical report, including approval of the press release and public-facing snapshot report
4. note that the Canterbury Climate Change Working Group will develop further advice in early 2022 regarding the next steps for the Canterbury Climate Change Risk Assessment Project
5. request that the Climate Change Steering Group update the report to include the whole of the Waitaki District, and note that the Waitaki District sits across the Canterbury boundary.

**Decision Date:** 19 Nov 2021  
**Mover:** Dan Gordon  
**Seconder:** Lianne Dalziel  
**Outcome:** Approved

## 2.2 Biodiversity Champions: shared regional approach

Jenny Hughey spoke to the paper with support from Fabia Fox and Lan Pham, and a handout showing some key biodiversity habitats and initiatives across the region was shared. Discussion included:

- the enthusiasm the Biodiversity Champions have to address issues the region faces currently, and their hope to share this enthusiasm with their colleagues and get biodiversity woven back through communities and landscapes
- that the group has done a stocktake of all projects planned, underway and completed across the region, as this was not well understood at a regional level
- that biodiversity is a positive action space and this work gives visibility and connection to work already underway, and highlights shared outcomes across climate change and freshwater work at a regional level
- the opportunities present for the region and how connectedness enables these; for example Waimate and Environment Canterbury are working on employing a joint staff member for biodiversity and climate change
- that the NPS Biodiversity is due out imminently, and a key driver for the Biodiversity Champions was to get ahead of incoming legislative requirements.

**Action**

Fabia Fox to arrange for biodiversity stocktake information to be shared with members.

**Due Date:** 30 Nov 2021  
**Owner:** Rosa Wakefield

**Decision**

The Forum agreed to:

1. note that the next briefing from the Canterbury Biodiversity Champions will provide options for progressing shared regional approaches to address biodiversity roles, responsibilities and action in Canterbury
2. acknowledge an increase in focus and resources is required by councils to address ongoing biodiversity decline and implement national direction and shared regional approaches.

**Decision Date:** 19 Nov 2021  
**Mover:** Jenny Hughey  
**Seconder:** Nigel Bowen  
**Outcome:** Approved

## 2.3 Meeting structure 2022

The chair spoke to the paper, and asked members to discuss the timing of meetings, including the other meetings held across two days, and how time is used.

Members agreed that:

- having the meetings over the same two days works well in reducing travel time.
- noting papers should be included in the meeting pack as a separate section, and approved as a single block during meetings, to reduce transactional time taken and allow more time for discussions
- it would be valuable to have more time for fulsome discussion of in-depth topics, e.g. the Biodiversity Champions paper which was presented to this meeting
- that longer meetings are required to allow for this.

It was suggested that the CDEM JC move to Thursday, prior to RTC, allowing the Mayoral Forum to run until 3pm, with guests in the morning and members discussion after lunch.

Some councils meet on Thursdays. Including Christchurch, Environment Canterbury and Hurunui. Christchurch keeps the third Thursday of each month free so an earlier start would work on those dates. Dates also need to align with the LGNZ calendar.

**Action**

Work with councils to finalise the 2022 meeting calendar.

**Due Date:** 3 Dec 2021  
**Owner:** Maree McNeilly

## 2.4 Mayoral Forum Economic Development Group update

The paper was taken as read. Marie Black noted the group has held its inaugural meeting. The group are compiling a list of regional development initiatives across Canterbury, including both work that may be eligible for Kānoa funding and work which isn't but is relevant at a regional level. The group plans to meet again in February.

**Action**

Send a reminder about getting information on potential regional economic development initiatives back to the Economic Development Group as soon as possible.

9 Dec reminder sent to all members with the Mayoral Forum meeting minutes on Tues 7 Dec

**Due Date:** 26 Nov 2021  
**Owner:** Maree McNeilly

**Decision**

The Forum agreed to:

1. endorse the attached terms of reference for the Canterbury Mayoral Forum's Economic Development Group
2. agree that all Canterbury councils be asked to assist the Economic Development Group in compiling a list of current and potential projects from across the region for the Group's consideration at its next meeting.

**Decision Date:** 19 Nov 2021  
**Mover:** Marie Black  
**Seconder:** Graham Smith  
**Outcome:** Approved

## 2.5 Regional Economic Development Senior Official update

Paul Stocks joined the meeting to speak about his role as Regional Economic Development Senior Official (REDSO). He spoke about:

- the evolution of Kānoa, noting that the Regional Development Fund is \$200m over three years and is focused on work that is regionally aligned
- the role of the REDSO as an advocate for the region in Wellington
- his support for the Forum's Economic Development Group and work on food and fibre and the South Island Destination Management Plan
- his plans to visit the region regularly, although COVID-19 has made this less possible, and his intention to meet with each TA.

Members discussed the role of the Regional Public Sector Commissioner (Ben Clark), noting that he has presented to this group, but that there are challenges around the integration between local authorities and central government agencies and local authorities tend to work individually with the regional commissioners for each agency.

**Action**

Provide contact details for TAs to Paul Stocks to enable him to set up meetings with each.

**Due Date:** 30 Nov 2021  
**Owner:** Maree McNeilly

## 2.6 Morning Tea

## 2.7 Three Waters

The chair spoke to the paper. Ashburton District Council has written to the Mayoral Forum asking if the Forum has any plans or intentions to examine the legal remedies in relation to the mandating of the Three Waters reform. This letter has also been sent to LGNZ, although there has not yet been a response.

The Mayoral Forum does not have a joint view on seeking a legal challenge, so will not be exploring this, but members agreed to write to the Minister of Local Government expressing disappointment and frustration at the three waters mandate.

Dan Gordon is leading a group of councils seeking engagement with the Prime Minister and exploring a legal challenge.

Lianne Dalziel is a member of DIA's three waters working group, which is focused on governance, accountability and community voice. Members were selected to represent the nature of their respective councils, rather than the specific councils, so the group represents metro, rural and provincial. Lianne is happy to hear from anyone around particular issues. Members noted that it is good to have Canterbury on the group.



#### Action

Draft and circulate a short letter to the Minister of Local Government around the Forum's disagreement and frustration with the three waters mandate.

Decision made by Chair on 6 December not to send this letter.

**Due Date:** 30 Nov 2021  
**Owner:** Amanda Wall



#### Action

Draft a letter to Ashburton District Council noting that the Mayoral Forum is not seeking a legal opinion on the three waters mandate.

**Due Date:** 30 Nov 2021  
**Owner:** Amanda Wall



#### Decision

The Forum agreed to ask the secretariat to draft a response to Ashburton District Council based on the outcome of the discussion at the Mayoral Forum meeting.

**Decision Date:** 19 Nov 2021  
**Mover:** Sam Broughton  
**Seconded:** Nigel Bowen  
**Outcome:** Approved

### 3. For information

#### 3.1 Ashburton Essential Freshwater paper

Neil Brown spoke to the paper, noting the impacts of the worst case scenario, and that the solutions are time and science. A previous report, which was not commissioned by Ashburton, gathered information prior to the floods based on the 6.9mg target. The author can present to the Forum if wished. There are concerns around younger farmers, who are doing biodiversity work and don't feel it is recognised.

Members discussed the paper, including:

- that some would like to have the author of the report present to the Forum
- the need to think seriously about the economic direction of our region in coming years, and whether there is a need for a wider piece of work around the future for our economy
- the need to consider the impact of regulation, the positive impacts of this and how we will leverage this. Some of this sits with the regulators, some in the development of science, some with land use change
- that a regional approach would be helpful

- that the paper doesn't include the costs caused by decreasing water quality of waterways, the drinking water and public health costs, and financial benefits from improved waterways, or land use interventions which may provide greater values.



### Decision

The Forum agreed to receive the reports Freshwater Nitrate – 2.4mg and Economic Impact for Ashburton District Council and Essential Freshwater Social Impact Report: Ashburton District.

**Decision Date:** 19 Nov 2021

**Mover:** Neil Brown

**Seconder:** Marie Black

**Outcome:** Approved

## 3.2 Canterbury Water Management Strategy update

Jenny Hughey spoke to the paper, with support from Stefanie Rixecker, noting that this intersects with the previous agenda item. Discussion included:

- Environment Canterbury's responsibility as the water regulator and its consideration of the impacts on people when setting policy
- that a lot of work is being done by both Environment Canterbury and TAs and the need to ensure people are aware of this work
- the need to stick together in making action plans, and work with central government on legislative sticking points, and the need for policy to not alienate young farmers
- Jane Demeter's appointment as co-chair of the CWMS Regional Committee and Tumu Taiao laean Cranwell as interim Ngāi Tahu co-chair
- that Canterbury's work in this space substantially informed the new essential freshwater policy statement
- that the NPS Freshwater process for Environment Canterbury is first to korero with mana whenua, which was intended to be done by the end of 2021 but has been delayed by COVID-19, and then work with communities and zone committees
- that the 2024 timeframe is a deadline for policy, not implementation, noting that it took over a decade to land the previous plan
- the need for understanding of what land use change might look like
- that Canterbury has more educational facilities and CRIs dedicated to food and fibre than any other part of the country so the ability to be innovative is strong, and we need to work to retain these in our region
- Dan Gordon commended Environment Canterbury for their process around Plan Change 7
- the possibility of having a presentation to the Forum around essential freshwater to hear from next generation farmers, noting that Dave Ashby has some great reflections in this space from his experience in Waimakariri
- that the Forum's discussion with Minister Parker was encouraging, with the Minister seeking a partnership model.

Dawn Baxendale left the meeting.



### Decision

The Forum agreed to:

1. receive the CWMS update report
2. note Councils will need to approve an extension for some CWMS community representatives by December 2021.



<b>Decision Date:</b>	19 Nov 2021
<b>Mover:</b>	Jenny Hughey
<b>Seconder:</b>	Craig Rowley
<b>Outcome:</b>	Approved

### 3.3 Greater Christchurch Partnership update

Jim Palmer, Independent Chair of the Greater Christchurch Partnership, joined the meeting to speak to the update from the Partnership. He noted four critical pieces of work currently underway:

- GCP 2050 – thinking about the next 30-100 years for greater Christchurch and how we create the environment, lifestyle and place we need considering all four wellbeings. Creating a framework for this, which will anchor a number of other pieces of work
- spatial planning – how and where greater Christchurch should grow in the next 30+ years, incorporating the NPS-UD and SPA. This includes:
  - considering projected populations, or example what needs to happen if population exceeds 1 million.
  - decarbonisation of transport; a requirement to reduce vehicle distance on local roads across the country by 20% may have policy set by mid-2022 to take effect by 2035
  - the ultimate urban form; having a green city that meets environmental challenges
  - the boundary of greater Christchurch and relationships with Ashburton, Hurunui
- partnership with government; the GCP is waiting for Cabinet confirmation of their proposed urban growth partnership. This will see two Ministers sitting as part of the committee
- relationship with iwi and mana whenua, and continuing to strengthen the relationship particularly with three rūnanga based in and around Christchurch.



#### Decision

The Forum agreed to note the contents of the paper and the briefing provided by the GCP Independent Chair.

<b>Decision Date:</b>	19 Nov 2021
<b>Mover:</b>	Graham Smith
<b>Seconder:</b>	Craig Rowley
<b>Outcome:</b>	Approved

### 3.4 Future for Local Government update

Jim Palmer gave a verbal update, noting that the interim report, *Ārewa ake te Kaupapa*, has been released. The panel is now thinking about what the key big shifts that need to be seen in the system of local governance and local government over next 20-30 years and what we need this to look like, then will look at the options that give support to these shifts. The panel will have a roadshow in March and April 2022 and will visit every council. This will enable the panel to test their thinking with elected members and senior executives in a workshop style session. A key challenge is how to partner with central government and iwi.

Local government's growing frustration that work being done is overlooked by central government was noted. The panel is acutely aware of these factors.

### 3.5 Resource Management Reform update

The paper was taken as read. David Ward noted that there has been good success following correspondence with government agencies around appointment of Canterbury people to working parties.

Members discussed their disappointment with the MfE workshop held on 18 November.



### Action

Write and circulate a draft letter to MfE noting the disappointment and lack of understanding of Canterbury and who we are.

26 November - draft letter circulated to CMF & CE for their review and comment by COB 29 Nov

**Due Date:** 30 Nov 2021  
**Owner:** Maree McNeilly



### Decision

The Forum agreed to note the update provided on the progress on the Government's resource management reform process.

**Decision Date:** 19 Nov 2021  
**Mover:** Gary Kircher  
**Seconder:** Lianne Dalziel  
**Outcome:** Approved

## 3.6 CREDS update

The paper was taken as read. Craig Rowley noted that work is progressing well, and noted the supportive letter from CIP on the mobile blackspots work.



### Decision

The Forum agreed to note the updates on CREDS projects.

**Decision Date:** 19 Nov 2021  
**Mover:** Craig Rowley  
**Seconder:** Graham Smith  
**Outcome:** Approved

## 3.7 Climate Change Steering Group update

Dan Gordon spoke to the paper, noting that the guest speaker at the recent Climate Change Councillor Workshop was Dr Trevor Stuthridge from AgResearch and it was a very good session.



### Decision

The Forum agreed to note the update in the report.

**Decision Date:** 19 Nov 2021  
**Mover:** Dan Gordon  
**Seconder:** Neil Brown  
**Outcome:** Approved

## 3.8 Chief Executives Forum report

The paper was taken as read. Hamish Riach noted that the regional leadership framework may be where decisions around the Covid Protection Framework might sit. He also noted that the CEs Forum is reviewing the use of time in their meetings, and are intending to move to a peer-led supportive network model to create broader value for the group. A strategic workshop is being held on this early in 2022.

**Decision**

The Forum agreed to receive the quarterly report from the Chief Executives Forum and note updates to the three-year work programme.

**Decision Date:** 19 Nov 2021  
**Mover:** Marie Black  
**Seconder:** Gary Kircher  
**Outcome:** Approved

**3.9 General Business**

It was noted that Canterbury used to have a strong social policy network environment, but this was taken over by the earthquake. There is a need for good structures, and the regional leadership group needs to recognise the role of local government.

**Action**

Lianne, Sam, Hamish, Dawn and Jim Palmer to meet with Ben Clark to discuss how to rebuild a strong social policy network for Canterbury.

20/12 Meeting scheduled for 31 January

**Due Date:** 10 Dec 2021  
**Owner:** Maree McNeilly

**4. Close Meeting****4.1 Close the meeting**

**Next meeting:** Canterbury Mayoral Forum - 18 Feb 2022, 8:30 am  
 Meeting close followed by lunch with Canterbury MPs

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**WAIMAKARIRI DISTRICT COUNCIL**

**MINUTES OF A MEETING OF THE COMMUNITY AND RECREATION COMMITTEE  
HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON TUESDAY  
14 DECEMBER 2021 AT 4PM.**

**PRESENT**

Councillor Redmond (Chairperson), Mayor D Gordon, Councillor Blackie and Councillor Brine.

**IN ATTENDANCE**

C Brown (Manager Community and Recreation), G MacLeod (Community Greenspace Manager), M Greenwood (Aquatic Facilities Manager), P Eskett (District Libraries Manager), A Coker (Community Facilities Team Leader), L Caygill (Community Experiences and Diversity Team Leader), R O'Loughlin (Greenspace Asset and Capital Programme Advisor), and C Fowler-Jenkins (Governance Support Officer)

**1 APOLOGIES**

Moved: Mayor Gordon                      Seconded: Councillor Blackie

**THAT** apologies for absence be received and sustained from Councillors Mealings and Doody.

**CARRIED**

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of a meeting of the Community and Recreation Committee held on 19 October 2021**

Moved: Councillor Brine                      Seconded: Councillor Blackie

**THAT** the Community and Recreation Committee:

- (a) **Confirms** the circulated Minutes of a meeting of the Community and Recreation Committee, held on 19 October 2021, as a true and accurate record.

**CARRIED**

**4 MATTERS ARISING**

Nil.

**5 DEPUTATIONS**

Nil.

## 6 REPORTS

### 6.1 Croquet loan repayment following deputation on 17<sup>th</sup> August 2021 – G MacLeod (Community Greenspace Manager)

G MacLeod spoke to the report noting that at the meeting held in August 2021 the Rangiora Croquet Club addressed the Committee on how they would like to proceed with the repayment of their loan. Since then staff had been in communication with them and had also liaised with the Table Bowls Club about the Milton Memorial Reserve Plan. There were a number of options proposed by staff, the main one that staff were keen to explore was the setting up a subcommittee of the Community and Recreation Committee to work with staff and the Croquet Club on the various options around the repayment of their loan. He further noted that staff had already deferred the loan repayment twice.

Moved: Councillor Brine

Seconded: Councillor Blackie

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 211202192923.

**THAT** the Council:

- (b) **Resolves** that the Rangiora Croquet Club would be required to pay back the full amount of the loan - \$42,000 including interest.
- (c) **Approves** staff setting up a working group with Greenspace Portfolio holder Councillor Robbie Brine, Mayor Dan Gordon and Council staff to work with Rangiora Croquet Club representatives on developing and agreeing to a repayment schedule.
- (d) **Notes** that the outcome of the conversation with the Rangiora Croquet Club on a repayment scheme would be reported back through to the Community and Recreation Committee.
- (e) **Notes** that the Council had already approved deferral of the loan repayment twice, one to begin in April 2016 and again to begin in April 2018.
- (f) **Notes** staff would share this information with the Rangiora Croquet Club.

**CARRIED**

Councillor Brine commented that it was a very comprehensive report and he looked forward to sitting down with the Rangiora Croquet Club and hopefully have some fruitful discussions on a way forward.

Mayor Gordon commented that he was in support of the motion. He noted that there needed to be a conversation around the loan repayment, there was clearly a difference of opinion which needed to be resolved. He was happy to meet with the Rangiora Croquet Club to work that through the issues.

*The meeting adjourned at 4.08pm for a briefing on the Draft Annual Plan and reconvened at 4:27pm.*

### 6.2 Cinema 3 Seating Upgrade – Rangiora Town Hall – A Coker (Community Facilities Team Leader)

A Coker explained the reasons for the proposed change in the current retractable seating in Cinema 3 at the Rangiora Town Hall to a fixed seating solution.

Councillor Redmond noted that Townhall Cinemas had recently had some rent relief and asked if the Government had passed the Bill providing automatic formula in commercial leases between landlords and tenants. A Coker advised that the Bill did not get passed, however Town Hall Cinemas did take advantage of the recovery schemes and the employee payments that were available. The Council set a precedence in 2020 by granting Townhall Cinemas a fee waiver during lockdown which was justified in terms of their revenue loss over that period. C Brown noted that staff did take all factors, including funding from Government, into consideration in the previous report to the Council to approve the rent relief.

Mayor Gordon questioned the sequencing of the recommendation in the report, he believed that recommendation (e) should be first and then the rest of the recommendations should be subject to (e), which was requiring a three year business forecast and revenue. A Coker noted that the purpose of (e) was to give the Council some assurance that they were not going to receive any more fee waiver requests. Mayor Gordon noted that he was supportive of the recommendation, however, he was concerned that the Council did not have the opportunity to review the three year business operations forecast prior to making a decision.

Moved: Mayor Gordon

Seconded: Councillor Blackie

**THAT** the Community and Recreation Committee:

(a) **Receives** Report No. 211005160448.

**THAT** the Council:

- (b) **Recommends** the expenditure of \$150,000.00 for consideration in the 2022/23 Annual Plan, subject to receiving an appropriate three year business operations forecast of projected participation and revenue from Town Hall Cinemas for discussion at the Council.
- (c) **Approves** the installation of a 98 place non-retractable seat solution in the small theatre.
- (d) **Recommends** the above expenditure be loan funded with payback via an increased base rent to Townhall Cinemas over the next ten years. As per Option One section 6.6; Increasing base rent to \$70,140.00 and the box office ticket commission would remain the same at 7.5% gross per annum for ten years.
- (e) **Notes** with the implementation of the Covid Framework (*Traffic Light System*) the risk of lockdowns had been mitigated. This removed the possibility of any further claims for Rent Relief from Townhall Cinemas.
- (f) **Notes** the ownership structure of the asset would remain as set out during the 2015 Townhall refurbishment. The Council would have ownership of the asset.
- (g) **Notes** Staff would investigate the possibility of the retractable seating being repurposed in the Multi Sports Stadium as supplementary seating for high attendance games/events.

**CARRIED**

Mayor Gordon commented that it was a good report, noting that the Committee had previously held a workshop on this matter. Initially he was not in favour of the proposed change, because he did not want the Council to lose the 'flexibility in use' of the facility. However, after the work with the users of this facility, he was persuaded on the basis that it was not being used as widely as he thought. He noted that as long as the Council was satisfied that there was a Business Plan in place, he would support the motion, as he wished the Townhall Cinemas to succeed.

6.3 **Library Update to 2 December 2021 – P Eskett (District Libraries Manager)**

P Eskett provide the Committee with an update on key activities, customer service improvements and use of New Zealand Libraries Partnership Programme (NZLPP) funding for Waimakariri Libraries.

L Caygill advised that as part of the Libraries' storytelling partnership with Ngāi Tūāhuriri, staff had received two drafts of the first story, one of which was in Te Reo Maori and one in English. Libraries believed the visibility of local stories that connected people to place contributed to the community outcomes of growing a strong sense of community. This was of particular importance in Kaiapoi, where the percentage of the population who identify as Māori was higher than across the district as a whole. The Libraries were working at increasing the visibility of Te Reo Maori in their spaces and these stories were not only away of sharing local tales, but also to potentially connect the library spaces to the language through artwork from the stories.

P Eskett noted that L Caygill had been invited to Local Government New Zealand's network of Maori Elected Members and staff for Local Government for the purpose of sharing and inform challenges and aspirations relevant to Maori.

P Eskett highlighted various stories of impact from 2021, this year had been business as unusual and the team had been sharing some exceptional interactions they had with the community. She noted that staff had supported 796 people across the community libraries accessing their vaccine pass and 82 of those transactions were more than half an hour.

Moved: Mayor Gordon

Seconded: Councillor Blackie

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 211202193317.
- (b) **Notes** the customer service improvements, community feedback, events, and use of New Zealand Libraries Partnership Programme funding to contribute positively to community outcomes by Waimakariri Libraries, from 7 October to 2 December 2021.
- (c) **Circulates** the report to the Community Boards for their information.

**CARRIED**

Mayor Gordon commended the outstanding work being done by Waimakariri Libraries. He noted that the video was fantastic and he was very proud of the libraries staff and all that they had done. At the extraordinary Council meeting held on 10 December 2021 it was agreed that Waimakariri Libraries would require Vaccine Passes for all visitors and staff at Rangiora, Kaiapoi and Oxford facilities effective from 13 December 2021. However, staff would implement alternative means of delivery of services to unvaccinated residents as long as it was feasible and safe.

6.4 **Community Facilities December Update – A Coker (Community Facilities Team Leader)**

A Coker provided a brief update of the Community Facilities operational activities. He highlighted the large number of bookings for the twenty buildings that staff were receiving via the Council's online booking system. The Customer Services Team also managed a number of manual bookings. The leasing of the venues were generating good revenue for the Council. Staff

had reviewed all 34 Community Facilities and a detailed asset register had been produced. A condition rating had been set for each asset and a replacement cost identified. The detailed asset register allowed the team to provide robust asset replacement forecasts and to forward plan its upcoming Annual and Long Term Plan submissions.

A Coker explained that the current Asset Renewal Programme's main priority was the completion of the outstanding refurbishment at the Cust Community Centre. These works were currently being done, with estimated completion by 24 December 2021. He elaborated on the initiatives that staff had planned to actively promote the Community Facilities. A Communications Action Plan had been created and they were working with the Council's Communications Team Visit Waimakariri and Enterprise North Canterbury. The team was working with North Canterbury Pride on the possible hosting of events at the Rangiora Town Hall and also in other community spaces.

Moved Councillor Blackie

Seconded: Councillor Brine

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 21 1203193487.
- (b) **Notes** Community Facilities progress in Asset Capture and Renewals Programming to future facilitate structured asset renewal planning for Annual and Long Term Plans.
- (c) **Notes** the steps taken to mitigate the impact of Covid-19 protocols and shifting framework on community members and their use of Community Facilities.
- (d) **Notes** the promotion initiatives being investigated to further activate the Council's community spaces and cross pollination with local businesses.

**CARRIED**

#### 6.5 **Aquatics December Update – M Greenwood (Aquatic Facilities Manager)**

M Greenwood spoke to the report, noting the purpose was to provide an update to the Committee on the current business of the Aquatic Facilities Unit. Aquatic attendance numbers were still quite a way off from 2020 figures due to the limited availability of services under COVID restrictions. This had a negative impact on the facilities' financial performance. However it was hoped that going forward under the vaccine pass requirement the facilities would be busier again especially with an increase in leisure swimmers.

M Greenwood highlighted the introduction of vaccine passes at the Council's Aquatic Facilities. The team took the safety and security of their customers very seriously, hence the decision to require the use of vaccine passes. The team would be able to ensure a higher degree of customer and staff safety while also enabling greater access to services and programmes. He noted that the leadership team continued to work hard across the network to see delivery of services in what had been a dynamic and changing environment. The lead up to the summer period, had seen a large number of Aquatic Facilities staff moving on to take other employment, which had led to shorter operating hours at the Oxford Community Pool. However, he was confident they could resolve the operating hour issue very shortly.

Moved: Mayor Gordon

Seconded: Councillor Brine

**THAT** the Community and Recreation Committee:

- (a) **Receives** Report No. 211130190971.



- (b) **Notes** Aquatic Facilities progress against key performance indicators including Facility Attendance, Financial results and Water Quality.
- (c) **Notes** steps taken to ease the impact on the community of changing from the level system to the covid protection framework.
- (d) **Notes** the delayed opening and shorter operating hours at Oxford Community Pool due to the roll out of the Covid Protection Framework and staffing limitations.

**CARRIED**

Mayor Gordon commended staff on doing an excellent job at aquatic facilities. He acknowledged the escalated pressure that Aquatic Facilities staff were under at present, however there was a plan to deal with this matter. He noted that Council was appreciative of all that staff did.

## **7 CORRESPONDENCE**

### **7.1 Update on the Walking and Cycling Network Plan – D Young (Senior Engineering Advisor) and A Mace-Cochrane (Graduate Engineer)**

Moved: Mayor Gordon

Seconded: Councillor Blackie

**THAT** the Community and Recreation Committee:

- (a) **Receives** the information in Item 7.1. (Trim. 211109179944).

**CARRIED**

## **8 PORTFOLIO UPDATES**

### **Greenspace (Parks, Reserves and Sports Grounds) – Councillor Robbie Brine.**

- General update on Traffic Light Level Orange.
  - Staff had been working with neighbouring councils, Sport New Zealand and also Parks Leaders Forum on the interpretation of the COVID traffic light system. The approach had been deliberately coordinated to ensure that those visiting each district were coming across the same rules, e.g. Mainland football or Country Cricket who played in both Selwyn and Waimakariri District Council Areas.
- Capital Projects.
  - The consent application for the West Oxford Toilet had been submitted. Once this had been issued work would commence on fabricating the toilet unit for delivery and installation in the new year with a few details to be finalised with the Government.
  - Proposed design to be implemented at the Askeaton Reserve to resolve the drainage and ponding issues at the boat ramp would be considered by the Kaiapoi-Tuahwi Community Board on 13 December 2021.
  - Staff were working with contractors on the implementation of the Milton Reserve Master Plan with a focus on the fencing and tree work.
  - Planning and concept design was underway for the development of the Townsend Road Reserve with a report to be taken to the Rangiora-Ashley Community Board in the new year.
  - The contract for the Roads and Carpark Renewal Programme had been awarded to City Care Limited. Work onsite would commence later in the financial year.

- Funding had now been finalised for the Loburn Domain Memorial. Physical works could therefore now commence.
- Operations Work.
  - Christmas trees were installed in Kaiapoi and Rangiora. Christmas flags were also supplied for use in Oxford, Rangiora and Kaiapoi on the new flag track system. The cost of putting the flags up had reduced significantly due to the flag tracks.
  - Daily gate security and health and safety checks were continuing at the Rangiora Airfield.
  - Weekly enquiries were being received by staff from people wanting to lease land for hangars at the Airfield.
  - The majority of street and reserve trees were reasonably healthy and growing rapidly due to the relatively high level of rainfall for this time of year.
  - There seemed to be a lot more interest in pontoon berths at the Kaiapoi Marina based on the enquiries received in recent weeks.
  - After repeated vandalism of toilet fittings, an anti-tamperproof locking mechanism was being installed progressively in the affected areas throughout the district.
  - Replacement bins had been installed at Southbrook Park.
  - A number of seats were installed at Victoria Park.
  - New burial berms had been installed at Rangiora Cemetery, Tippings Road Cemetery in Cust and Oxford Cemetery.
  - Increased mowing and weeding maintenance had been necessary over the past month due to the relatively wet weather that had been experienced.
  - Replacement refuse bins had been installed at Waikuku Beach and the burnt one had also replaced at Rakahuri Ashley River Mouth.

8.1 **Community Facilities (including Aquatic Centres, Multi-use Sports Stadium, Libraries/Service Centres, Town Halls, Museums and Community Housing) – Councillor Wendy Doody.**

Nil.

8.2 **Community Development and Wellbeing – Councillor Wendy Doody.**

Nil.

8.3 **Arts and Culture – Councillor Al Blackie.**

- Several things planned for 2022 with the new Arts and Culture Portfolio.
- The repairs on the Poū at the gateway to Pegasus were underway. So far they had been able to work from behind the wall so there had been no traffic management costs.
- The Kaiapoi Arts Expo made a generous donation towards a public arts piece in Kaiapoi. The Waimakariri Public Arts Trust were in discussions with several artists about possible art pieces.
- The artwork that Chris Marshall had donated had been repaired and the Waimakariri Public Arts Trust were looking for a location to install it, possibly Ohoka.

9 **QUESTIONS**

Nil.

**10 URGENT GENERAL BUSINESS**

Nil.

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

Section 48, Local Government Official Information and Meetings Act 1987

Moved: Councillor Blackie                      Seconded: Councillor Brine

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

**CARRIED**

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

Item N°	Report for Information:	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
11.1	Report from MTO	Report for Information	Good reason to withhold exists under Section 7	Section 48(1)(a)

This resolution was made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987, and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public were as follows:

Item N°	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
11.1	Protection of privacy of natural persons To carry out commercial activities without prejudice	A2(a) A2(b)ii

**OPEN MEETING****NEXT MEETING**

The next meeting of the Community and Recreation Committee was scheduled for 1pm, on Tuesday 22 February 2022, to be held in the Council Chamber.

THERE BEING NOR FURTHER BUSINESS THE MEETING CLOSED AT 5.54PM.

**BRIEFING** (5.23pm to 5.54pm)

- *Annual Plan – Grant MacLeod (Community Greenspace Manager)*

\_\_\_\_\_  
P Redmond  
Chairperson

\_\_\_\_\_  
Date

Unconfirmed



## 6 REPORTS

### 6.1 Removal of Minimum Car Parking Requirements from Operative District Plan – N Sheerin (Senior Policy Planner) and G Hackett (Policy Planner)

N Sheerin took the report as read.

Councillor Barnett enquired how the removal of the car parking requirement from the Draft District Plan was being communicated to members of the public. N Sheerin replied that the E-District Plan made the information easy to access and further information would be posted on the Council's website.

Moved: Councillor Barnett

Seconded: Councillor Redmond

**THAT** the District Planning and Regulation Committee:

- (a) **Receives** report No. 211018168094.

**THAT** the Council:

- (b) **Notes** that the National Policy Statement on Urban Development (NPSUD) requires the amendment of the operative Waimakariri District Plan to remove minimum carparking requirements by 20 February 2022.
- (c) **Notes** that the Development Planning Manager was delegated by the Council to amend the operative Waimakariri District Plan where required by a national policy statement under section 55 of the Resource Management Act.

**CARRIED**

Councillor Barnett stated that she was not in support of removing the parking requirement, and believed that a solution for urban areas was being forced onto rural towns in a one rule suits all situation. However, the Council had no choice in the matter which was why she had moved the motion.

Councillor Redmond was against the Government regulation to remove carparking requirements from the District Plan, noting that the Council had no choice in the matter and he hoped that developers and private enterprise would continue to provide sufficient parking when designing new developments.

Councillor Atkinson questioned why this was being considered by the Committee given that the Council had no choice but to comply however, acknowledged that it was in the interest of transparency in the process.

### 6.2 Application to the Heritage Fund - Recommendations of Staff – G Maxwell (Policy Technician) and I Carstens (Senior Resource Management Planner)

I Carstens took the report as read highlighting that currently there was \$58,603.42 in the fund and if the two applications being presented were approved it would leave \$35,750 in the fund for allocation during the rest of the financial year.

Mayor Gordon enquired regarding the status of the funding for the St Stephens Anglican Church in Tuahiwi and was informed that a funding application form had been forwarded to them however, there had been no

further communication. Mayor Gordon requested staff to follow-up as the church played an important role in the history of the district.

Councillor Barnet noted that the application from S Smith for the red shed improvements included a request for signage and enquired why this had not been included when considering the funding application. I Carstens advised that the fund was focused on the repair of historical aspects of the building and felt that signage did not fall under that category. He also noted that if S Smith was intending to open the shed to the public for which she would require a resource consent. Councillor Barnett requested staff to refer S Smith to the Heritage Foundation or Enterprise North Canterbury for further assistance with this aspect of her project.

Councillor Atkinson agreed with Councillor Barnett, and stated that signage was an integral part of public buildings and as the red shed was originally a railway station and felt that signage should be included when considering such projects.

Moved: Mayor Gordon

Seconded: Councillor Redmond

**THAT** the District Planning and Regulation Committee:

- (a) **Receives** report No. 211201191868.
- (b) **Notes** the accumulated amount available in the Heritage Fund was \$58,603.42.
- (c) **Approves** funding from the Heritage Fund of \$22,853.58 for the two applications detailed in the below table:

Applicant	Listing	Project	Funding Recommendation
Rita Townsend	H060	Replacing Weatherboards	\$7,636.00
Rita Townsend	H060	Borer treatment	\$1,667.50
Sonya Smith	H100	Painting exterior of shed	\$10,945.33
Sonya Smith	H100	Rail door repairs	\$2,604.75

- (d) **Approves** a six month extension on the funding granted to 521 Rangiora Woodend Road totalling \$11,011.25.
- (e) **Notes** that the remaining balances of the Heritage Fund would be \$35,749.84.

**CARRIED**

Mayor Gordon supported the motion, however he requested that staff arrange a workshop in the new year to review current criteria/scope of the Heritage Fund.

Councillor Redmond was also in support of the motion and believed that with the annual top up of \$15,500 the balance would allow funding to be available for other projects if necessary.

Councillor Atkinson agreed with the Mayor that it was time to review the scope and therefore supported the idea of a workshop.

Councillor Barnett also supported a review and stated that significant projects such as St Stephens Church and the BNZ building in Kaiapoi could apply for funding through the Annual Plan process and was not solely reliant on the Heritage Fund.

**6.3 Annual Development Activity Score Card 1 July 2020 – 30 June 2021 – L Beckingsale (Policy Analyst)**

L Beckingsale took the report as read mentioning that there was a further report on the agenda regarding the ten year comparison of regulatory performance.

In response to Councillor Barnett's question regarding commercial land banking L Beckingsale acknowledged that this area required further work which would be undertaken during 2022.

Moved: Councillor Redmond

Seconded: Mayor Gordon

**THAT** the District Planning and Regulation Committee:

- (a) **Receives** Report No. 211019168698.
- (b) **Circulates** this report to the Community Boards.

**CARRIED**

Councillor Redmond commended L Beckingsale on the report and was pleased that the figures exceeded the previous year even with the negative impact of Covid. He noted that the statutory timeframe figures of an average of 99% were impressive.

Mayor Gordon concurred and noted that other Council's would be envious of the work being achieved in this area by the Waimakariri District Council.

*Report 7.1 was dealt with at this time, however the minutes were recorded in the order of the Agenda.*

**6.4 Building Unit Update – W Taylor (Building Unit Manager)**

W Taylor took the report as read. However he informed the Committee that November 2021 had been a very busy month with an increase of work prior to Christmas. The Council was struggling with a lack of resourcing and some deadlines were therefore not being met, however, the unit expected to be at full capacity again by February 2022.

Councillor Atkinson enquired what the Council was doing to communicate with builders and contractors regarding the delays. W Taylor replied that he sent a weekly email to all those affected, with up to date information and expected timelines. He also noted that staff were in constant contact with builders and contractors as part of the work being done and had conversations one on one with them regularly.

Councillor Barnett enquired how a high volume of requests from large development firms, who did block applications, were managed. W Taylor noted that the shortage in building supplies had slowed building to some degree, however he was in contact with all the large firms regularly to find out what work was in the pipeline so he could better manage the workload when it arrived.

In response to Councillor Barnett's question regarding tiny homes, W Taylor noted that the current ruling was that if the structure was 2.5 metres in length, had wheels and all the other requirements for a vehicle it was classified as a



vehicle not a building. However, this ruling was being put to the test by structures exceeding the 2.5 metre parameter.

T Tierney noted the pressure on housing country wide and acknowledged that keeping firms informed was a key component. She also believed that quality work was important and discouraged staff from rushing applications and making mistakes. She noted that W Taylor's forecasting had been very accurate and had managed the increased work appropriately.

Councillor Williams enquired if there was any financial impact to the Council for missed statutory timelines and was told there was not, however it was taken into account during accreditation consideration.

Councillor Barnett reminded the Committee that the Council had lent staff to other councils when they were under pressure and enquired if there was a chance of reciprocation. T Tierney stated that there was no capacity for assistance within the region at present.

Moved: Mayor Gordon

Seconded: Councillor Redmond

**THAT** the District Planning and Regulation Committee:

- (a) **Receives** Report No. 211125188702.
- (b) **Notes** the current activities and operations in the Building Unit.

**CARRIED**

Mayor Gordon commended staff on a good report and acknowledged that it was a busy time of year, which meant the other councils were also under pressure. He noted that the tiny homes situation was complicated and that the Council had offered to engage constructively with contractors in the area, however this had not been accepted.

Councillor Redmond commended the work outlined in the report and acknowledged the work being done by the unit and hoped that the resourcing issues could be mitigated quickly. He noted that currently the unit was only a week out of the required timeframe which, although not desirable, was a lot better than what other councils were achieving, often exceeding a month from their timelines.

Councillor Barnett requested that the unit keep communicating with effected parties about the delays. She reminded staff that the impact of delays on people waiting to move into new homes could be stressful especially at this time of the year.

Mayor Gordon noted that he had received no negative feedback and believed that the unit was well lead and the nature of a growing district could lead to delays.

#### 6.5 **Civil Defence Emergency Management Update – B Wiremu (Emergency Management Advisor)**

B Wiremu took the report as read, and gave a brief update on the current weather warnings and the preparations being taken by Civil Defence in case of flooding and high winds.

There were no questions from the members.

Moved: Councillor Redmond

Seconded: Mayor Gordon

**THAT** the District Planning and Regulation Committee:

- (a) **Receives** Report No. CDE-21/ 211123187290.

**CARRIED**

Councillor Redmond acknowledged that Civil Defence was a member short and thanked B Wiremu for the work being done.

## **7 CORRESPONDENCE**

### **7.1 Ten Years of Regulatory Performance – L Beckingsale (Policy Analyst)**

L Beckingsale took the memo as read, noting that the information would be uploaded to the Council's website.

There were no questions from members.

Moved: Mayor Gordon

Seconded: Councillor Barnett

**THAT** the District Planning and Regulation Committee:

- (a) **Receives** the information in item 7.1 (Trim 211125188612).

**CARRIED**

Councillor Barnett commended the memo and stated that she found the photos very informative.

## **8 PORTFOLIO UPDATES**

### **8.1 District Planning Development – Councillor Kirstyn Barnett**

Nothing to report.

### **8.2 Regulation and Civil Defence – Councillor Philip Redmond**

- Good progress was being made with the Muscle Car Mania event.
- Update on the Menacing Dog Classification Hearing.

## **9 QUESTIONS UNDER STANDING ORDERS**

Nil.

## **10 URGENT GENERAL BUSINESS**

Nil.

### **NEXT MEETING**

The next meeting of the District Planning and Regulation Committee was scheduled for 1pm, on Tuesday 22 February 2022, to be held in the Council Chamber.

THERE BEING NOR FURTHER BUSINESS THE MEETING CLOSED AT 1.57PM.

---

N Atkinson  
Chairperson

2 February 2022  
Date

**MINUTES OF THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD  
HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON WEDNESDAY  
8 DECEMBER 2021 AT 7PM.**

**PRESENT:**

J Gerard (Chairperson), D Lundy (Deputy Chairperson), K Barnett, R Brine, M Clarke, M Fleming, J Goldsworthy, M Harris, S Lewis, J Ward, A Wells and P Williams.

**IN ATTENDANCE**

L Smith (Manager People and Engagement), D Young (Senior Engineering Advisor), J Dhakal (Project Engineer), K Graham (Road Safety Co-coordinator, Journey Planner), S Morrow (Rates Officer Land Information), K Rabe (Governance Advisor) and E Stubbs (Governance Support Officer).

**1 APOLOGIES**

There were no apologies.

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of the Rangiora-Ashley Community Board – 10 November 2021**

Moved: P Williams                      Seconded: D Lundy

**THAT** the Rangiora-Ashley Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Rangiora-Ashley Community Board meeting, held on 10 November 2021.

**CARRIED**

**3.2 Matters Arising**

D Lundy commented on the Council's vote against the proposed speed limit reductions. He believed that it may not have been the best approach to review speed limit reductions in mass. The rural and urban roads were distinctly different and while there was support for the reduction of speed limits in the Rangiora area, the rural area of Cust had differing views.

L Smith provided an update about the Covid-19 Protection Framework for Council facilities. There had been no change to the vaccination status of facilities at present, however on Friday 10 December an Extraordinary Council meeting was scheduled to consider risk assessments for staff and vaccine requirements for Aquatic Facilities and Libraries.

**4 DEPUTATIONS AND PRESENTATIONS**

Nil.

## 5 **ADJOURNED BUSINESS**

Nil.

## 6 **REPORTS**

### 6.1 **Southbrook Road Safety Improvements Let's Talk Feedback – D Young (Senior Engineering Advisor) and J Dhakal (Project Engineer)**

J Dhakal provided an update on the feedback received on the proposed Southbrook Road safety improvements. Over the last few months the Council had undertaken consultation both with the general community, and through targeted consultation with directly affected parties. While some issues raised through consultation would continue to be investigated as the project progressed, overall the feedback was positive.

D Young commented that the feedback received had mostly been from parties in the project area. This submission and staff response had been included in the report.

D Lundy enquired on the ability of Coronation Street to supply extra parking and if the infrastructure was sufficient for the increased traffic. D Young replied that the intention was not to increase traffic on Coronation Street, however, this would be monitored. In terms of parking provision, ongoing discussions with the new car sales business on the corner of Coronation Street and Southbrook Road were being held. The business had expressed concern regarding the reduction of parking outside its premises and also raised concern about the reduced sight lines due to the street tree situated on the corner. The project was still in the early design phase and the business' concerns would be taken into account during the final design.

J Ward enquired if the community had been made aware of the potential cycleway from Coronation Street joining to Passchendaele cycleway. D Young commented the cycleway had been discussed with some parties including the Southbrook School. The information was available, however, staff had focused on the traffic signals and scheme design project. There would be another round of consultation in the new year which would include the cycleway options. There would also be further conversation with Southbrook School regarding school drop-off and pickup safety, as the traffic light upgrade and cycleway would have a flow on effect on the school gate activity.

K Barnett asked if the extra vehicle movement created by the new business would have an impact on traffic flow in the area. D Young explained that following installation of new kerbing a tree, that had required a re-alignment of the kerb, had died, therefore there was an option to remove the kerb build out, allowing a further drop-off area for the schools in the area. While there were practical advantages, it would also not be ideal to remove kerbing that had just been installed.

K Barnett commented that the installation of the new traffic lights were some time away and questioned what was being done in the interim. D Young advised that the status quo would be retained including the temporary measures outside the school if approved by the Board.

D Lundy referred to the construction risk addressed in section 5.2 of the report and asked how other contractors could be prevented from working concurrently on Southbrook Road. D Young advised that there was a good working relationship between contractors and the Council and regular monthly meetings were held with other infrastructure providers including Spark, Chorus and Mainpower where issues such as potential clashes were discussed, however, acknowledged that the construction would be disruptive.

Staff had taken advice and would incorporate details around staging, timeframes and traffic impact into the contract in order to mitigate the disruption.

Moved: J Ward

Seconded: P Williams

**THAT** the Rangiora-Ashley Community Board:

(a) **Receives** report No. TRIM 211124187890.

And

**RECOMMENDS** that the Council:

- (b) **Adopts** the Southbrook Road Traffic Signals and associated works as shown on the Southbrook Road Consultation Scheme Design (TRIM 211124188427).
- (c) **Authorise** staff to proceed with detailed design stage.
- (d) **Approve** the Terms of Reference for the Southbrook Road Reference Group.
- (e) **Notes** this traffic signal project was about road safety and not road improvements. The longer term strategy for the future traffic improvements on Southbrook Road would be considered in the next stage of this project.
- (f) **Notes** that the consultation feedback overall was positive for the traffic signals. However, many respondents indicated that they were eager to see a long term strategy for Southbrook Road and the surrounding area progressed.
- (g) **Notes** the Working Group was now turning its attention to the medium/long term issues associated with the future traffic improvements on Southbrook Road. To do this it would establish a Reference Group that includes a range of stakeholders to discuss the issues. This would happen in the New Year once Council had approved the Terms of Reference for the Southbrook Road Reference Group.

**CARRIED**

J Ward commented there had been a lot of discussion around the project and it would be good to see it progressed. She was looking forward to the eastern bypass development.

P Williams commented there had been good communication during the project and while there were still some issues, progress was being made.

#### 6.2 **Innovating Streets Update and Consideration of formalising the right turn restriction from Denchs Road into Southbrook Road – K Graham (Road Safety Co-ordinator/Journey Planner)**

K Graham spoke briefly to the report which was to provide an update on the Innovating Streets Project in Southbrook. The project had 90% Waka Kotahi funding and provided temporary measures to address safety issues around the Southbrook schools. The temporary measures included buildouts and road paint at crossing points, a no-right turn from Denchs Road, painted roundabouts, an additional drop off zone and vegetation removal.

K Graham advised there had been positive feedback received from the schools who indicated the desire to retain these measures. They had also suggested further safety measures which included the Torlesse/Coronation Streets intersection and parking on Marshall Street. Some of the measures could be investigated as part of the Southbrook Road Traffic Signals Project.

Moved: P Williams                      Seconded: S Lewis

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 211108179157.
- (b) **Approves** Option One which would retain the temporary measures installed as part of the Innovating Streets project in Southbrook, until such time as permanent changes were made in conjunction with the Southbrook Road / Torlesse Street signalisation project.
- (c) **Approves** the formalisation of the No Right Turn control (consisting of signage only) from Denchs Road onto Southbrook Road.
- (d) **Notes** that an update would be provided to residents in the immediate affected areas advising of the decision to retain the temporary measures and the no right turn restriction being made permanent.
- (e) **Circulates** this report to the Utilities and Roading Committee for its information.

**CARRIED**

P Williams commented it made sense to retain the layout as the schools supported that option. S Lewis concurred with the comment made by the previous speaker.

6.3 **Road Naming – 11 Oxford Limited Subdivision – S Morrow (Rates Officer Land Information)**

S Morrow noted that the road naming was for a private Right of Way at 11 Oxford Road. The first two options had been selected from the Pre-approved Road Naming List for Rangiora-Ashley ward.

Moved: M Fleming                      Seconded: S Lewis

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** Report No. 211125188561.
- (b) **Approves** Bethell Close for the private Right of Way created as part of the subdivision of 11 Oxford Road, Rangiora.
- (c) **Notes** the Community Board may replace any proposed name with a name of its choice.

**CARRIED**

M Fleming appreciated the road being named after a female poet as most road seemed to be named after male historic figures.

6.4 **Application to the Rangiora-Ashley Community Board's 2021/22 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe commented that while maintenance did not necessarily fit into the discretionary grant criteria, it was clear from their application that the Rangiora Community Patrol had been seriously impacted by Covid-19.

K Rabe noted that the Soroptimists of North Canterbury Christmas Tree Festival application had been delayed due to uncertainty around Covid-19 and personnel complications. Further financial information had been provided on request, although there was not a lot of detail included. She noted the Christmas Tree Festival supported different charities each year.

Moved: M Harris                      Seconded: D Lundy

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 211123187218.
- (b) **Approves** a grant of \$500 to the Rangiora Community Patrol towards the cost of maintenance for the Community Patrol car.

**CARRIED**

M Harris and A Wells agreed that the Rangiora Community Patrol provided a great benefit to the community.

Moved: K Barnett                      Seconded: S Lewis

**THAT** the Rangiora-Ashley Community Board:

- (c) **Approves** a grant of \$500 to the Soroptimists of North Canterbury towards advertising the News Christmas Tree Festival.

**CARRIED**

J Gerard, P Williams against

K Barnett commented that the Christmas Tree Festival was the only local Christmas community event being held in 2021. The Soroptimists had worked hard to adapt to Covid-19 restrictions and she would like to see the Board support the event.

J Gerard opposed the motion as the Soroptimists did not appear to need the money given their financial position, and the groups they were funding should rather approach the Board directly for funding. The application was not straightforward as the application had been made after the funds had already been spent. The Board funding criteria states that grants would not be allocated for expenditure that had already occurred. Also, they had not used local contractors for the signage and the financial information provided had been inaccurate as it did not mention the previous Christmas Tree Festival income and expenses in any detail. While he supported the Christmas Tree Festival he believed he could not justify spending ratepayer's money given the issues he had raised.

P Williams supported the festival, however agreed that the Group should have used a local contractor for signage.

K Barnett, in her right of reply, noted using local contractors was a suggestion, not a requirement. If the Board did not support the application the cost of signage would reduce the amount donated to the charities chosen. She noted delays had been caused by uncertainty around Covid-19 and the Board had the flexibility to support the application.

6.5 **Ratification of the Rangiora-Ashley Community Board's submission on the Proposed District Plan – K Rabe (Governance Advisor)**

K Rabe noted the submission had been drafted following a Board workshop, and had been circulated to members for comment. She had lodged the submission on behalf of the Board on 25 November 2021.

Moved: M Harris                      Seconded: D Lundy

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 211122186783.
- (b) **Retrospectively ratifies** the Board's submission to the Waimakariri District Council Draft proposed District Plan (Trim Ref: 211105178099), that was submitted on 25 November 2021.

**CARRIED**

D Lundy believed the Board's submission was reasonably straightforward.



**7 CORRESPONDENCE**

Nil.

**8 CHAIRPERSON'S REPORT**

**8.1 Chair's Diary for November 2021**

Moved: J Gerard                      Seconded: D Lundy

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 211129190003.

**CARRIED**

**9 MATTERS FOR INFORMATION**

9.1 **Oxford-Ohoka Community Board Meeting Minutes 3 November 2021 (Trim 211105178164)**

9.2 **Woodend-Sefton Community Board Meeting Minutes 8 November 2021 (Trim 211012164452)**

9.3 **Kaiapoi-Tuahiwi Community Board Meeting Minutes 15 November 2021 (Trim 211018167853)**

9.4 **Representation Review Arrangements 2022 – Final Proposal (Trim 211006160932) – Report to Council Meeting 2 November 2021 – Circulates to all Boards**

9.5 **Submission to Waste Strategy and Legislation Consultation: closing 26 November 2021 (Trim 211019168795) – Report to Utilities and Rooding Committee Meeting 16 November 2021 – Circulates to all Boards**

9.6 **Waka Kotahi Technical Audit Outcomes – November 2021 (Trim 211104177484) – Report to Utilities and Rooding Committee Meeting 16 November 2021 – Circulates to all Boards**

9.7 **Summary of Discretionary Grant Accountability 1 July 2020 to 30 June 2021 – Report to Oxford Ohoka Community Board 4 August 2021 – Circulates to all Boards**

9.8 **Summary of Discretionary Grant Accountability 1 July 2020 to 30 June 2021 – Report to Woodend Sefton Community Board 9 August 2021 – Circulates to all Boards**

9.9 **Summary of Discretionary Grant Accountability 1 July 2020 to 30 June 2021 – Report to Rangiora-Ashley Community Board 11 August 2021 – Circulates to all Boards**

9.10 **Summary of Discretionary Grant Accountability 1 July 2020 to 30 June 2021 – Report to Kaiapoi-Tuahiwi Community Board 16 August 2021 – Circulates to all Boards**

Moved: K Barnett                      Seconded: P Williams

**THAT** the Rangiora-Ashley Community Board:

- (a) **Receives** the information in Items 9.1 to 9.10.

**CARRIED**

## 10 MEMBERS' INFORMATION EXCHANGE

### K Barnett

- Commented on the Council passing the speed limit reductions. The Oxford Main Street was approved to remain at 50km/h rather than 40km/h. The Council would revisit the reductions for the Rangiora-Ashley and Kaiapoi-Tuahiwi Board areas early in 2022.
- The Three Waters reform and Shovel Ready projects continued to dominate staff time as well as dealing with new legislation.
- Commented on the disruption caused by high staff turnover.

### J Goldsworthy

- Noted work had started on the Cust Community Centre floor.

### S Lewis

- Had helped facilitate a meeting between the Table Bowls Club and Community and Greenspace Managers. The club was looking to expand facilities to accommodate its growing membership (currently 94 members).

### D Lundy

- Attended unveiling of plaque for animals lost in WWI.
- Attended Hurunui District Council Water Liaison Scheme meeting where the Three Waters reform was discussed. Noted damage caused to underground water pipes by trees uprooted during the recent weather event in the Hurunui. This was also a potential risk to the Waimakariri District.

### J Ward

- Attended Audit and Risk and Utilities and Rooding Committee meetings.
- Attended 2022/23 Annual Plan meetings.
- Noted the new shops opening Rangiora Town Centre.
- Attended Charter Presentation to Air Training Squadron 88. They were a great asset to the community.
- Attended Rangiora Airfield Advisory Group meeting and noted upcoming report to the Board regarding future development. Security improvements were underway.
- Attended Business Awards which were presented by Zoom, a function was being planned for February 2022.
- Attended a number of tender openings.

### A Wells

- He received many complaints from the community regarding the state of gravel roads.

### R Brine

- Kerbside collection had no rejected loads last month.
- Issues with site maintenance/tidiness. Greenspace Team to carryout inspections.

### P Williams

- Joined Rooding staff for trip around gravel roads taking notes of maintenance required. The Council did not have the budget to cover what was required. In addition Council's rooding contractor Sicon, was short staffed and were finding recruitment challenging.
- Attended trip to view road repairs in Lees Valley. There was a massive amount of damage. Waka Kotahi were contributing to cost of repairs.
- Attended Hurunui District Council Water Liaison Scheme meeting, they were providing good support to schemes located in the Waimakariri.
- Attended Charter Presentation to Air Training Squadron 88, they were rapidly expanding.

### M Fleming

- Assisting with Rangiora Keep New Zealand Beautiful planting.

M Harris

- Met with concerned ratepayer about ECan revoking riverbed leases.
- Raised concern that gravel was not being removed from the Ashley River to help prevent flooding. Staff requested to follow up with ECan, asking them to present to the Board regarding concerns raised.

M Clarke

- Concern about Covid-19 restrictions were preventing him carrying out his role as a JP.
- Noted Loburn/Ashley community were requesting a potential recycling depot on the north of the river.
- Asked if Ashley Village could be connected to the new Loburn waterline. P Williams advised the line had been designed with the capacity for that in the future.

**11 CONSULTATION PROJECTS****11.1 Kaiapoi Community Concept Plan**

<https://letstalk.waimakariri.govt.nz/kaiapoicommunityhubplan>

Consultation closes Monday 13 December.

**11.2 Sefton Domain**

<https://letstalk.waimakariri.govt.nz/let-s-talk-about-sefton-domain>

Consultation closes Wednesday 15 December.

**11.3 Parking in the Kaiapoi Town Centre**

<https://letstalk.waimakariri.govt.nz/let-s-talk-parking-in-the-kaiapoi-town-centre>

Consultation closes Friday 17 December.

**11.4 E-Scooters Trial**

<https://letstalk.waimakariri.govt.nz/e-scooter-trial>

Consultation runs throughout trial and closes April 2022.

The Board noted the Consultation Projects.

**12 BOARD FUNDING UPDATE****12.1 Board Discretionary Grant**

Balance as at 29 November 2021: \$13,220.

**12.2 General Landscaping Fund**

Carryover from 2020/21: \$1,580.

Allocation for 2021/22: \$25,430.

Balance as at 29 November 2021: \$27,010.

The Board noted the Board funding balances.

**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 Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 9 February 2022 in the Council Chamber.

There being no further business the meeting closed at 8.13pm.

CONFIRMED

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Chairperson  
9 February 2022

**MINUTES FOR THE MEETING OF THE OXFORD-OHOKA COMMUNITY BOARD HELD IN THE OXFORD TOWN HALL, MAIN STREET, OXFORD ON THURSDAY 9 DECEMBER 2021 AT 7PM.**

**PRESENT**

D Nicholl (Chairperson), T Robson (Deputy Chairperson), M Brown, S Farrell, N Mealings, R Harpur and S Barkle.

**IN ATTENDANCE**

T Tierney (Manager Planning and Regulation), K Graham (Journey Planner/Road Safety Coordinator), T Kunkel (Governance Team Leader) and C Fowler-Jenkins (Governance Support Officer)

**1 APOLOGIES**

Moved: M Brown                      Seconded: N Mealings

**THAT** an apology for absence be received and sustained from W Doody.

**CARRIED**

**2 PUBLIC FORUM**

There were no members of the public present for the public forum.

**3 CONFLICTS OF INTEREST**

Item 7.2 - T Robson declared a conflict of interest, as he was the Chairperson of the Oxford Community Trust.

Item 7.3 - N Mealings declared a conflict of interest, as she was a Council appointed Commissioner to the District Plan Hearing Panel.

**4 CONFIRMATION OF MINUTES**

**4.1 Minutes of the Oxford-Ohoka Community Board – 3 November 2021**

Moved: R Harpur                      Seconded: M Brown

**THAT** the Oxford-Ohoka Community Board:

- (a) **Confirms** the circulated Minutes of the Oxford-Ohoka Community Board meeting, held on 3 November 2021, as a true and accurate record.

**CARRIED**

**4.2 Matters Arising**

Nil.

**5 DEPUTATIONS AND PRESENTATIONS**

Nil.

## 6 ADJOURNED BUSINESS

Nil.

## 7 REPORTS

### 7.1 No-Stopping Restriction on Tram Road at the Earlys Road Intersection – S Binder (Transport Engineer) and K Graham (Journey Planner/Road Safety Co-ordinator)

K Graham spoke to the report, noting that approval was being sought to establish a no stopping restriction on Tram Road at the Earlys Road intersection which was a stop controlled intersection.

Recently the Council had received some complaints from residents and the New Zealand Police about a heavy vehicle trailer being left at the intersection, which obstructed visibility for motorists at the intersection. Given that Tram Road was a 100km/h road, this was not ideal. She also noted that there had been a number of accidents at the intersection in the past.

There were no questions for Board members.

Moved: S Barkle    Seconded: M Brown

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** Report No. 211104177987.

#### **AND RECOMMENDS**

**THAT** the Utilities and Roading Committee:

- (b) **Approves** the establishment of a no-stopping restriction on the south side of Tram Road, to both the east and west of Earlys Road, for a length of 65-meters in each direction.

**CARRIED**

### 7.2 Application to the Oxford-Ohoka Community Board's 2021/22 Discretionary Grant Fund – T Kunkel (Governance Team Leader)

*Having declared a conflict of interest T Robson sat back from the table and did not take part in the discussion.*

T Kunkel advised that the Oxford Community Trust wanted to purchase two gazebos to use as part of their display section for their annual Christmas Wonderland, which would replace the current wooden heavy displays that the Trust used. She noted that the Trust had subsequently advised that this year's Christmas Wonderland would be cancelled due to COVID-19. However the Trust still wished to purchase the gazebos because they were adamant that Christmas Wonderland would be hosted in the future.

There were no questions for Board members.

Moved: M Brown    Seconded: S Farrell

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 211111181580.

- (b) **Approves** a grant of \$500 to the Oxford Community Trust towards the cost of purchasing gazebos for their Christmas Wonderland event.

**CARRIED**

7.3 **Ratification of the Oxford-Ohoka Community Board's submission on the Proposed District Plan – Thea Kunkel (Governance Team Leader)**

*Having declared a conflict of interest N Mealings left the meeting room and did not take part in the discussion.*

There was not questions for Board members.

Moved: S Farrell                      Seconded: M Brown

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** report No. 211117183815.
- (b) **Retrospectively ratifies** the Board's submission to the Waimakariri District Council Draft proposed District Plan (Trim Ref: 211130190881) that was submitted on 25 November 2021.

**CARRIED**

**8 CORRESPONDENCE**

Nil.

**9 CHAIRPERSON'S REPORT**

9.1 **Chairperson Report November/December 2021**

- Attended the Ohoka Rural Drainage Advisory Group Meeting.
- Attended the Ohoka Residents Association Annual General Meeting.
- Attended a Briefing at Council in regards to the Covid Traffic Light System.

Moved: M Brown                      Seconded: N Mealings

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** the verbal report from the Oxford-Ohoka Community Board Chairperson for November/December 2021.

**CARRIED**

**10 MATTERS FOR INFORMATION**

- 10.1 Woodend-Sefton Community Board Meeting Minutes 8 November 2021 (Trim 211012164452)
- 10.2 Rangiora-Ashley Community Board Meeting Minutes 10 November 2021 (Trim 211109179818)
- 10.3 Kaiapoi-Tuahiwi Community Board Meeting Minutes 15 November 2021 (Trim 211018167853)

- 10.4 Representation Review Arrangements 2022 – Final Proposal (Trim 211006160932) – Report to Council Meeting 2 November 2021 – Circulates to all Board
- 10.5 Submission to Waste Strategy and Legislation Consultation: closing 26 November 2021 (Trim 211019168795) – Report to Utilities and Roding Committee Meeting 16 November 2021 – Circulates to all Board
- 10.6 Waka Kotahi Technical Audit Outcomes – November 2021 (Trim 211104177484) – Report to Utilities and Roding Committee Meeting 16 November 2021 – Circulates to all Boards
- 10.7 Summary of Discretionary Grant Accountability 1 July 2020 to 30 June 2021 – Report to Oxford Ohoka Community Board 4 August 2021 – Circulates to all Boards
- 10.8 Summary of Discretionary Grant Accountability 1 July 2020 to 30 June 2021 – Report to Woodend Sefton Community Board 9 August 2021 – Circulates to all Boards
- 10.9 Summary of Discretionary Grant Accountability 1 July 2020 to 30 June 2021 – Report to Rangiora-Ashley Community Board 11 August 2021 – Circulates to all Boards
- 10.10 Summary of Discretionary Grant Accountability 1 July 2020 to 30 June 2021 – Report to Kaiapoi-Tuahiwi Community Board 16 August 2021 – Circulates to all Boards

Moved: M Brown                      Seconded: T Robson

**THAT** the Oxford-Ohoka Community Board:

- (a) **Receives** the information in Items.10.1 – 10.10.

**CARRIED**

## **11 MEMBERS' INFORMATION EXCHANGE**

### T Robson

- Attended
  - A meeting of the Ashley Gorge Advisory Group welcoming the new camp owners and a walk around to look at barbeque locations and the flood repairs.
  - An Oxford Community Trust meeting – The Trust had to cancel their Christmas Wonderland event because of the COVID-19 restrictions.

### S Farrell

- Attended the Oxford Museum Meeting.
  - The Museum had to review their gun licensing because they had very old guns in their collection. However, they were working with Te Papa Tongarewa on this because the Gun Licensing Regulations had changed.
  - The Museum was going to change their photo policy because currently people could not photograph parts of the collection unless they asked the museum.

### R Harpur

- Attended the end of year Mandeville Sports Centre Delegates meeting – the COVID Traffic Light System was discussed. The Centre's new tractor had arrived.
- The Mandeville Bowling Club had declining numbers, they had however launched an advertising campaign on Facebook. The Club had a social evening every week in November 2021 and had gained fifteen new members.



M Brown

- Attended the Lions Paddy's Market in Oxford.

S Barkle

- Attended a Waimakariri Health Advisory Group Meeting.
  - Discussed how the community group that the Council was heading were preparing for Covid in home isolation support.
  - In February 2022 they were going to request the District Health Board to attend a meeting to provide them with an update on what was happening with the beds at the Rangiora Hospital that were not being used.

N Mealings

- Attended:
  - Lifestyle Block Environmental Plan Webinar
    - Hosted by the New Zealand Landcare Trust, specific to Canterbury conditions. Part of a national webinar series.
  - Ohoka Rural Drainage Advisory Group meeting
    - Post mortem on flood matters. Discussed works undertaken May-October and No10 Road drain undercurrent diversion
  - Greater Christchurch Partnership meeting
  - Social and Affordable Housing Working Group meeting
  - Council workshop/briefings.
  - Arohatia te Awa Working Group meeting – Project progressing well.
  - Canterbury Climate Change Councillor Group meeting
  - Audit and Risk Committee meeting
  - Land and Water Committee Meeting
  - Covid Local Welfare Committee
    - Discussion on support for managing community based quarantine.
  - Natural Environment Forum
    - In connection with the development of a district Natural Environment Strategy, the Council was looking to facilitate intra-group networking by putting together a database of environmental groups in the district.
  - Local Government New Zealand Rural and Provincial Sector conference
    - Discussions included members' exchange, 3 Waters, RMA Reform and Future for Local Government reform.
  - Waimakariri Youth Council Lunch
    - Celebration of success for Ruby W. named 2021 Supreme Youth Voice Canterbury Award recipient and Chloe B. named runner-up for Environmental Award.
  - WHOw Kaikanui Aqualand opening ceremony
    - Beautiful day to open this great new attraction in our district. Already a hit.
  - Council Briefing.
  - Workshop was held with the Council and Community Board Chairpersons regarding the COVID Traffic Light System –
  - Ohoka Residents Association Annual General meeting
    - Committee returned. Flying fox project well underway, hopefully complete over summer. Discussed community library stall project proposed by Ohoka year eight student, welcome bags, drainage and speed limits. Also discussed Gatehouse thefts.
  - Covid Local Welfare Committee meeting
    - Meeting to review Waimakariri draft model for the capture and triage of welfare needs of people required to self-isolate in quarantine from Covid-19.

- Liaised with Canterbury District Health Board Vaccine Programme Coordinator on rural outreach services culminating in the offering of rural drop-in clinics in Sefton, Cust, Loburn and Oxford in the week 15 to 21 November 2021. Further finer grain follow-ups to follow for farms if required.
- Council Meeting
  - Due to the New Zealand Transport Agency (NZTA) funding shortfall, Council staff put forward a rationalised program of works for consideration. The Council removed a proposed urban design item and reinstated rural intersection safety improvement on Tram Road for consideration. It was also confirmed that funding would become available for the shared-use path along Tram Road for Swannanoa School students as part of the Minor Safety Programme for School Safety Projects.
  - Only speed limits reductions in Oxford-Ohoka and Woodend-Sefton areas were approved by the Council. Unfortunately, despite advocating strongly the Council opted to retain a 50km/h speed limit on Main Street in Oxford. The Board expressed their disappointment with the Council's decision to retain a 50km/h speed limit on Main Street in Oxford. The Board specifically requested that review of the speed limit on Main Street because of the numerous concerns raised by local residents. The matter had been extensively debated by the Board and community consultation had been done.  
The Board agreed that a letter should be drafted to Council expressing the Board's extreme disappointment and requesting a breakdown of the proposed \$450,000 to be allocated for infrastructure changes (traffic calming) to support the proposed 40km/h speed limit.

## 12 **CONSULTATION PROJECTS**

### 12.1 **Kaiapoi Community Hub Concept Plan**

<https://letstalk.waimakariri.govt.nz/kaiapoicommunityhubplan>

Consultation closes Monday 13 December 2021.

### 12.2 **Sefton Domain**

<https://letstalk.waimakariri.govt.nz/let-s-talk-about-sefton-domain>

Consultation closes Wednesday 15 December 2021.

### 12.3 **Parking in the Kaiapoi Town Centre**

<https://letstalk.waimakariri.govt.nz/let-s-talk-parking-in-the-kaiapoi-town-centre>

Consultation closes Friday 17 December 2021.

### 12.4 **E-Scooters**

<https://letstalk.waimakariri.govt.nz/e-scooter-trial>

Consultation runs throughout trial and closes April 2022.

The Board noted the consultation projects.

## 13 **BOARD FUNDING UPDATE**

### 13.1 **Board Discretionary Grant**

Balance as at 29 November 2021: \$5,387.

**13.2 General Landscaping Fund**

Balance as at 29 November 2021: \$12,710.

The Board noted the funding update.

**14 MEDIA ITEMS**

Nil.

**15 QUESTIONS UNDER STANDING ORDERS**

Nil.

**16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**NEXT MEETING**

The next meeting of the Oxford-Ohoka Community Board is scheduled for Wednesday 2 February commencing at 7.00pm at the West Eyreton Hall.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 8.06PM.

**Workshop (8:06pm to 8:12pm)**

- *Vodafone Digital Infrastructure Investment*
- *Members Forum*

**MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD IN ROOM A, WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 13 DECEMBER 2021 AT 6.00PM.**

**PRESENT**

S Powell (Chairperson), A Thompson (Deputy Chairperson), A Allen, J Archer, M Paterson and P Redmond.

**IN ATTENDANCE**

S Markham (Manager Strategic Projects), S Morrow (Rates Officer – Property Specialist), G Stephens (Greenspace Community Engagement Officer), K Rabe (Governance Advisor) and E Stubbs (Governance Officer).

**1 APOLOGIES**

Moved: A Thompson                      Seconded: J Archer

**THAT** an apology for absence be received and sustained from S Stewart.

**CARRIED**

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**3 CONFIRMATION MINUTES**

**3.1 Minutes of the Woodend-Sefton Community Board – 8 November 2021**

Moved: J Archer                      Seconded: M Paterson

**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 November 2021.

**CARRIED**

**3.2 Matters Arising**

There were no matters arising.

**4 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY**

Nil.

**5 ADJOURNED BUSINESS**

Nil.

## 6 REPORTS

### 6.1 Road Naming – Ravenswood Developments Limited, Stage 6 – S Morrow (Rates Officer – Property Specialist)

S Morrow briefly introduced the report requesting approval for eight new road names for Ravenswood Stage 6.

Members discussed the Woodend-Sefton Pre-approved Road Naming List and the need for further names to be added to the list. K Rabe noted that the Governance Team would be administering the Pre-approved Road Naming Lists in the future, and a report would be presented to Boards early in the new year with a request to broaden the scope of acceptable names as most of the historically significant names had been used in recent years.

Moved: A Allen

Seconded: M Paterson

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

- (a) **Receives** Report No. 211201191926.
- (b) **Approves** the following proposed road names for stage 6 of Ravenswood subdivision as shown as roads 1 to 8 on the attached plan (Trim 2111130191173) in the agenda.
  1. Shrimpton Avenue (Continued from Stage 1)
  2. Crawford Street
  3. Pateman Street
  4. Derbridge Street
  5. Aitkin Street
  6. Wilkin Road
  7. Edlin Street
  8. Garlick Street (Continued from Commercial area)
- (c) **Notes** the Woodend-Sefton Community Board may replace any proposed road name with a name of its choice.

**CARRIED**

A Allen thanked S Morrow for a concise report.

P Redmond commented it was encouraging to see the developer selecting names from the Board's Pre-approved Road Naming List.

### 6.2 Woodend Sefton General Landscaping Budget – G Stephens (Green Space Landscape Architect)

G Stephens referred to the Board's workshop on the General Landscaping Budget where a number of potential projects had been put forward.

G Stephens advised that it was staff's recommendation that some of the projects be deferred to a more appropriate time. It would be sensible to defer the proposed seat in Ravenswood until the land was vested with Council. The Sefton Domain entrance project could be included as part of the upgrade of the Sefton Pavilion to ensure consistency and a uniform approach. The Council was progressing a spatial plan for Waikuku Beach which would show where activities could be located to complement the area as a whole. It was estimated that the Woodend/Pegasus access path would cost approximately \$50,000, and as such, the project was not appropriate for the Board's Landscaping Budget, staff therefore suggested that the project be included in the Board's Annual Plan submission.

The remaining projects detailed in the report, included signage at Owen Stalker Park and the Welcome to Woodend signage. If the Board approved these projects a balance of \$2,760 would remain in the Landscaping Budget for allocation through the remainder of the financial year or could be carried over to the 2022/23 financial year.

S Powell asked about the status of the Welcome to Woodend Beach sign project to which funding had been allocated the previous year. G Stephens explained that the project had been delayed due to Covid and a lack of Council resources. However, the design process had been started with students at Woodend School assisting with possible designs which would then be publically consulted on, and amended to accommodate the feedback received.

S Powell enquired if consultation would coincide with the Woodend Beach playground redevelopment. G Stephens replied that this was unlikely as the projects had significantly different timeframes.

S Powell commented on the 'Welcome to Woodend' signs being in a prominent position on SH1 and questioned if it was possible to look at the design of the signs. G Stephens noted that now would be an appropriate time if the Board wished to change the design of the signs.

M Paterson stated that the design had been agreed on previously as had the locations. S Powell noted that as the Board would now be funding the project, she believed that the Board had the responsibility to ensure the best design possible. G Stephens cautioned, that if the Board decided to follow the same process as was followed for the Welcome to Waikuku Beach sign, it would mean that there would be significant delay to the project. S Powell believed that vibrant signs could enhance the entrances to Woodend.

In response to a question regarding the Lions Club symbol on the current Welcome to Woodend sign, G Stephens explained that the original sign had been donated by the Woodend Lions Club hence their logo was included on the original sign. If the Woodend Community Association wanted the signs to be consistent they may need to request the Club if its logo could be removed on the original sign or enquire if the Club would wish to donate towards the project to ensure that all the signs had logos included.

Moved: M Paterson

Seconded: J Archer

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

- (a) **Receives** Report No. TRIM number. 211202193145.
- (b) **Notes** the Board currently had \$16,310 available to allocate to general landscape projects within the Woodend-Sefton area.
- (c) **Approves** the allocation of \$10,050 towards the replacement of the existing Welcome to Woodend Sign and the construction and installation of two new signs which were approved by the Board in 2020 (Trim: 200729096079).
- (d) **Notes** that the Council would work with the Woodend Community Association to complete the Welcome to Woodend Signs.
- (e) **Approves** the allocation of \$3,500 towards the design and installation of interactive information signs at Owen Stalker Park.
- (f) **Notes** that the Council would work with the family of Owen Stalker to ensure all information presented was correct.
- (g) **Notes** that \$2,760 would remain within the Woodend-Sefton General Landscaping Budget (101054.000.5224) for future allocation.
- (h) **Notes** that the Council was working on a Master Plan for the different proposed

activities for Waikuku Beach. This would be brought to the Wooden-Sefton Community Board in early 2022 and may arise in some projects that the Board may wish to allocate funds to from either this or the following financial year.

- (i) **Request** that the Woodend Lions Club be consulted regarding their wishes in relation to the Lions logo on the current Welcome to Woodend sign.

J Archer noted that the design of the Welcome to Woodend signs did not need substantial change and suggested more planting around the signs or dressing the timber to enhance the look. He was against an increase in the cost of the project or significant delay to the project.

M Paterson believed that any discussion around a possible new design should have been raised earlier in the process. He stated that he would encourage the Woodend Lions Club involvement in the project.

S Powell stressed that the entrance signs were in prominent locations on SH1 and therefore felt the signs should be more modern and appealing to encourage people to spend time in Woodend.

A Allen agreed with S Powell and commented that the new Waikuku Beach sign had set a great precedent, and she would like to see the Waikuku sign designer involved in this project.

A Thompson believed as the Board was funding the signs, which would be permanent features in the district, the design should therefore be carefully considered for the best outcome.

K Rabe suggested that if the Board was considering a new design, which would likely cost more than the \$10,050 proposed for the original project, it may be prudent to allocate the balance of the Landscaping Budget to the project so as to achieve a good outcome.

#### Amendment

Moved: S Powell

Seconded: A Allen

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

- (a) **Receives** Report No. TRIM number. 211202193145.
- (b) **Notes** the Board currently had \$16,310 available to allocate to general landscape projects within the Woodend-Sefton area.
- (c) **Approves** the allocation of \$12,810 towards the replacement of the existing Welcome to Woodend Sign and the design, construction and installation of the three new signs, at the locations already specified and with the design and consultation to follow a similar process as the Welcome to Waikuku Beach sign.
- (d) **Approves** the allocation of \$3,500 towards the design and installation of interactive information signs at Owen Stalker Park.
- (e) **Notes** that the Council would work with the family of Owen Stalker to ensure all information presented is correct.
- (f) **Notes** that there was no further budget available for allocation during the 2021/22 financial year.
- (g) **Notes** that the Council was working on a Master Plan for the different proposed activities for Waikuku Beach, and a report on this would be brought to the Board in early 2022.

**CARRIED**

J Archer abstained

The amendment became the substantive motion.

Subsequent to discussion, the Board agreed that the public consultation would need to be broader than originally proposed if a similar process was followed as that taken with the Waikuku Beach sign. G Stephens stressed that there was no guarantee that the project would be completed before the local body elections in October 2022.

6.3 **Ratification of the Woodend-Sefton Community Board's submission on the Proposed District Plan – K Rabe (Governance Advisor)**

K Rabe briefly introduced the report which was to ratify to Board's submission to the Waimakariri District Council proposed Draft District Plan.

Moved: J Archer                      Seconded: A Allen

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

- (a) **Receives** report No. 211123187079.
- (b) **Retrospectively ratifies** the Board's submission to the Waimakariri District Council proposed Draft District Plan (Trim Ref: 211125189126), that was submitted on 25 November 2021.

**CARRIED**

J Archer believed the submission was well thought-out.

**7 CORRESPONDENCE**

7.1 **Update on the Walking and Cycling Network Plan**

S Powell noted her concern regarding the proposed public consultation on the Walking and Cycling Network Plan. She believed that this might raise public expectation when there was no Waka Kotahi funding to deliver the plan, and needed to be carefully managed. She also believed that the Woodend-Kaiapoi commuter route could have a greater chance of receiving funding from Waka Kotahi as it was not a recreational route.

7.2 **Petition to Install a 50Km Sign on Petries Road from Jasper Rosewarne**

The petition was received and the request for speed limit signage near Petries Road was noted. The Board requested that a letter be sent to J Rosewarne thanking him for his correspondence and his concern for the community's safety.

Moved: P Redmond                      Seconded: M Paterson

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

- (a) **Receives** correspondence in Items 7.1 and 7.2.
- (b) **Requests** that a letter be sent to J Rosewarne acknowledging his work in bringing this matter to the Board's attention.

**CARRIED**



## 8 CHAIRPERSON'S REPORT

### 8.1 Chairperson's Report for November 2021

- S Powell thanked A Allen for hosting an enjoyable End of Year Function earlier in the month.
- S Powell noted she had been working with K Graham (Road Safety Co-ordinator/Journey Planner) to request improved public transport between Pegasus and Ravenswood. Currently the only safe way to access Ravenswood from Pegasus was by private car.
- The restoration of the Pegasus Pou work was now underway.
- S Powell advised that a dog had been killed by the sulky of a horse training at Woodend Beach and noted that the impact of racehorse training on the beach could be reviewed more regularly noting that as the district grew the beaches were becoming more popular with many more people, children and dogs. A Thompson noted the Northern Pegasus Bay Bylaw was to be reviewed in the following financial year, however the agreement with horse trainers was reviewed more regularly.
- S Powell noted that the algae bloom had returned at Lake Pegasus. With summer here the Templeton Group had delayed the start of the trial to reduce the algae bloom to winter 2022. They were currently developing a Master Plan for the lake-front.
- There was very little new information that came from the meeting between NZTA and the Mayor, the Chief Executive and the Manager for Utilities and Rooding but felt they had been listened to.

Moved: S Powell

Seconded: A Allen

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

- (a) **Receives** report (Trim No. 211206194545[v2]) and the verbal update by the Chairperson.

**CARRIED**

## 9 MATTERS FOR INFORMATION

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 3 November 2021 (Trim 211105178164)
- 9.2 Rangiora-Ashley Community Board Meeting Minutes 10 November 2021 (Trim 211109179818)
- 9.3 Kaipoi-Tuahiwi Community Board Meeting Minutes 15 November 2021 (Trim 211018167853)
- 9.4 Representation Review Arrangements 2022 – Final Proposal (Trim 211006160932) – Report to Council Meeting 2 November 2021 – Circulates to all Boards
- 9.5 Submission to Waste Strategy and Legislation Consultation: closing 26 November 2021 (Trim 211019168795) – Report to Utilities and Rooding Committee Meeting 16 November 2021 – Circulates to all Boards
- 9.6 Waka Kotahi Technical Audit Outcomes – November 2021 (Trim 211104177484) – Report to Utilities and Rooding Committee Meeting 16 November 2021 – Circulates to all Boards
- 9.7 Summary of Discretionary Grant Accountability 1 July 2020 to 30 June 2021 – Report to Oxford Ohoka Community Board 4 August 2021 – Circulates to all Boards

- 9.8 Summary of Discretionary Grant Accountability 1 July 2020 to 30 June 2021 – Report to Woodend Sefton Community Board 9 August 2021 – Circulates to all Boards
- 9.9 Summary of Discretionary Grant Accountability 1 July 2020 to 30 June 2021 – Report to Rangiora-Ashley Community Board 11 August 2021 – Circulates to all Boards
- 9.10 Summary of Discretionary Grant Accountability 1 July 2020 to 30 June 2021 – Report to Kaiapoi-Tuahiwi Community Board 16 August 2021 – Circulates to all Boards

Moved: A Thompson

Seconded: M Paterson

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

- (a) **Receives** the information in Items 9.1 to 9.10.

**CARRIED**

## **10 MEMBERS' INFORMATION EXCHANGE**

### **A Allen**

- Thanked members for their participation at the End of Year Function.

### **P Redmond**

- Elected to the new Working Party for the District Covid Hub which was in collaboration between the Ministry of Social Development and Wellbeing North Canterbury. The Working Party would focus on managed self-isolation including community support from a welfare perspective and communications.
- He was a Panel Member on a recent Menacing Dog Hearing and noted how little flexibility there was under the Dog Control Act 2015.
- Attended the opening of Kaiapoi Aquaplay Park.
- Attended the reviewing of No 88 Air Training Corps Squadron.
- Attended Waimakariri Health Advisory Group Meeting. There was a current shortage of midwives. Also the general beds at the Health Hub in Rangiora were still not being utilised for the intended purpose. The Health Board would be invited to a meeting to discuss this, the Oxford Hospital and the after hour's surgery.

### **J Archer**

- Attended the Woodend Community Association meeting
- Attended Kaiapoi Garden Club meeting as a speaker.
- Attended Woodend Lions Club dinner.
- Assisted at the barbeque at Tuahiwi School.
- Assisted with Lions Club's Toot for Tucker.
- Assisted with the Lions Club Christmas raffle.

### **A Thompson**

Noted concerns raised by residents regarding chlorination of water supplies. There seemed to be a lot of misunderstanding regarding chlorination. He therefore requested that the Council communicate proactively and bring the facts of chlorination to the public's attention. There had been a large reaction to a community Facebook post regarding possible chlorination of water supplies.

S Markham commented that from the Council's point of view, mandatory regulation on chlorination was not acceptable and the Council would be applying for an exemption. However, there were uncertainties around the standards required for an exemption to be granted and concern regarding timeframes of when chlorination would become mandatory.

S Markham further advised that the Annual Plan was on track with a possible rate rise of 4.3%. While there was clear pressure on the budget, Council was trying to retain the 2021/31 Long Term Plan forecast regarding rates.

## **11 CONSULTATION PROJECTS**

### **11.1 Kaiapoi Community Hub Concept Plan**

<https://letstalk.waimakariri.govt.nz/kaiapoicommunityhubplan>

Consultation closes on Monday 13 December 2021.

### **11.2 Sefton Domain**

<https://letstalk.waimakariri.govt.nz/let-s-talk-about-sefton-domain>

Consultation closes Wednesday 15 December 2021.

S Powell advised that Andy Coker (Community Facilities Team Leader) was assisting the Sefton Hall Committee.

### **11.3 Parking in the Kaiapoi Town Centre**

<https://letstalk.waimakariri.govt.nz/let-s-talk-parking-in-the-kaiapoi-town-centre>

Consultation closes Friday 17 December 2021

### **11.4 E-Scooters**

<https://letstalk.waimakariri.govt.nz/e-scooter-trial>

Consultation will run throughout the trial and closes in April 2022.

The Board noted the Consultation projects.

## **12 BOARD FUNDING UPDATE**

### **12.1 Board Discretionary Grant**

Balance as at 6 December 2021: \$5,480.

### **12.2 General Landscaping Fund**

Balance as at 6 December 2021: \$12,710.

The Board noted the Board funding balances.

## **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 Woodend-Sefton Community Board is scheduled for 6pm, Tuesday 15 February 2022 at the Sefton Public Hall, 591 Upper Sefton Road, Sefton.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 7.30pm.

CONFIRMED

-----  
Chairperson

-----  
Date

**Workshop**

- *Members Forum*  
*S Powell provided an update on NZTA meeting.*  
*Update on meeting with the Templeton Group*

**MINUTES FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD  
HELD AT THE PINES BEACH HALL, DUNNS AVENUE, KAIAPOI ON MONDAY  
PINES 13 DECEMBER 2021 AT 5PM.**

**PRESENT**

J Watson (Chairperson), A Blackie, B Cairns and M Pinkham.

**IN ATTENDANCE**

Councillor P Redmond (Kaiapoi-Woodend Ward Councillor), C Brown (Manager Community and Recreation), G MacLeod (Community Greenspace Manager), A Mace-Cochrane (Graduate Engineer), T Kunkel (Governance Team Leader) and C Fowler-Jenkins (Governance Support Officer).

**1 APOLOGIES**

Moved: J Watson

Seconded: B Cairns

**THAT** apologies for absence be received and sustained from N Atkinson, C Greengrass, J Meyer and S Stewart.

**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 – 15 November 2021**

Moved: J Watson

Seconded: A Blackie

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

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 15 November 2021, as a true and accurate record.

**CARRIED**

**3.2 Matters Arising**

Nil.

**4 DEPUTATIONS AND PRESENTATIONS**

Nil.

**5 ADJOURNED BUSINESS**

Nil.

## 6 REPORTS

### 6.1 Proposed Option to Repair/Upgrade Askeaton Reserve and the Associated Boat Ramp – G MacLeod (Greenspace Manager) and A Mace-Cochrane (Graduate Engineer)

G MacLeod spoke to the report and presented the Board with proposed solution to repair and upgrade the lower car-park area at the Askeaton Reserve. Following the Board's December 2020 meeting the Council had been weighing various options to keep the Askeaton Boat Ramp operational for a period of time, acknowledging that there may be questions on the future boat access into the Kaiapoi River. He noted that the Askeaton boat ramp and reserve had been significantly damaged by the 2010/11 earthquakes and there had also been changes to some of the tide lines. Environment Canterbury (ECan) had been doing some work at the reserve, however, there was still work required on the boat ramp. There was a core group of local residents that used the boat ramp, who were in regular contact with the Council about the state of the boat ramp and the reserve.

A Mace-Cochrane explained that the recommended option was to reduce the size of the lower carpark area, formalising it as a manoeuvring area only, with the necessary signage to indicate the use. The option also involved providing formal drainage pathways, including filling and crowning part of the manoeuvring area to achieve 3.0% slope towards the river and towards a proposed swale. The unused area would be fenced off, with the intention of returning the area to natural wetland when budget became available in the future. This option further included formalising the edges of the concrete boat ramp and submerged hazards on the western side and the western edge of the concrete boat ramp would be formally identified with markers. Riprap rock was also proposed along the western edge of the concrete boat ramp to prevent underlining of the structure with scour. She noted that the recommended option allowed for the grading of the higher carpark area and the entire area would therefore be added to a six monthly grading cycle and yearly inspection to make sure that standards were maintained.

P Redmond noted that a previous diagram showed a row of bollards through the centre of the higher car park. He asked the bollards were going to be relocated to ensure that there would be sufficient allowance for manoeuvring both in the lower tidal area and in the higher car park. A Mace-Cochrane advised that there would be a manoeuvring area provided in the lower area. G MacLeod noted that the bollards belonged to ECan, however, if they restricted manoeuvrability the Council would consider removing them.

B Cairns sought clarity on the proposed gate on Hall Street and questioned if the gate was included in the budget, or if it was in addition to that. G MacLeod confirmed that it was additional.

Moved: A Blackie

Seconded: B Cairns

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

- (a) **Receives** Report No. 211125188819.
- (b) **Approves** the repairs/upgrades to the Askeaton Reserve site as proposed in Section 4.7 of this report (Option 3) and listed below:
  - (i) Reducing the size of the lower carpark area
  - (ii) Formalising the western edges of the boat ramp and submerged hazards

- (iii) Riprap rock along the western edge of the boat ramp
  - (iv) Grading the higher carpark area.
- (c) **Notes** that the cost of implementing this solution would be \$55,082, for which, there was insufficient budget available in the Askeaton Reserve Project Budget (PJ 101330.000.5223).
- (d) **Notes** that the additional budget required to implement this solution would be funded from the Roads and Carpark Renewals Budget (100293.0005224) which had sufficient budget available.
- (e) **Notes** that the recommended option had several benefits over the alternative options, such as:
- Ensuring parked vehicles are located above the high tide line to prevent inundation
  - Reducing the area available for anti-social driving
  - Reduce ongoing maintenance costs
  - Making use of the upper terrace, that was formerly the BMX track
  - Providing an option to restore excess land to wetlands.
- (f) **Notes** that the Askeaton Reserve site would be added to a six-monthly grading cycle and an annual inspection.
- (g) **Notes** Environment Canterbury (ECan) would be commissioned to undertake the riprap rock works on the boat ramp as this could be completed under an existing consent they hold.
- (h) **Circulates** this report to the Community and Recreation Committee for their information.

**CARRIED**

A Blackie supported the proposed option which was a compromise as the Council could not afford the more costly option, however, the Council could also not do afford not to do the work.

B Cairns commented that he observed the large number of vehicles that travelled down to the Askeaton boat ramp on a daily basis, which was obviously very well used. He therefore supported the motion.

M Pinkham noted that the report clearly set out the reasons why the Askeaton boat ramp needed to be upgraded. There were just as many people using the Askeaton boat ramp than there were using the Coastguard boat ramp, it was very popular.

6.2 **Ratification of the Kaiapoi-Tuahiwi Community Board's submission on the Proposed District Plan – K Rabe (Governance Advisor)**

The report was taken as read.

There were no questions form Board members.

Moved: J Watson

Seconded: B Cairns

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

- (i) **Receives** report No. 211123187044.

- (j) **Retrospectively ratifies** the Board's submission to the Waimakariri District Council Draft proposed District Plan (Trim Ref: 211103176387), that was submitted on 25 November 2021.

**CARRIED**

6.3 **Application to the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund 2021/22– K Rabe (Governance Advisor)**

T Kunkel highlighted that two applications had been received one from the Kaiapoi Borough School towards the cost of hosting a family picnic which they did annually in February to have a social event for the new students and families. The Board had granted funding towards the last family picnic the school hosted. The second application was from the Pegasus Dragons, they were a new all-female dragon boating team and they wished to purchase their own paddles so that they no longer had to borrow paddles from other teams.

In response to questions, T Kunkel explained that the Pegasus Dragons were based in Pegasus. M Pinkham noted that this was a district wide club and most of their members seemed to be from Kaiapoi.

B Cairns noted the Kaiapoi Borough School's Balance Sheet indicated that the school had sufficient funding to for the family picnic and questioned why they would be applying to the Board. J Watson advised that the Kaiapoi Borough School was not a wealthy school and work hard to save up for various things over the years. She suggested that the money received for the Minister of Education would be earmark for education purposes rather than a family picnic.

P Redmond sought confirmation that the application had been received from the Kaiapoi Borough School itself and not the Parent Teachers Association. T Kunkel confirmed that the application was from the Kaiapoi Borough School's Board of Trustees.

Moved: A Blackie

Seconded: J Watson

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

(k) **Receives** report No. 2111122186533.

(l) **Approves** a grant of \$500 to Kaiapoi Borough School towards the cost of hosting their annual Back-to School family picnic.

**CARRIED**

J Watson noted that the Board had made a decision not fund anything activities and schools that the Ministry of Education should be funding. She however highly doubted that the Ministry would fund a social family picnic. She thought that it was admirable that the school wanted to host an event that would bring the parents together.

Moved: M Pinkham

Seconded: B Cairns

(m) **Approves** a grant of \$500 to the Pegasus Dragons Inc towards the purchase of paddles for the team.

**CARRIED**



## 7 CORRESPONDENCE

### 7.1 Update on the Walking and Cycling Network Plan

Moved: J Watson                      Seconded: M Pinkham

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

- (n)    Receives the information contained in the update on the Walking and Cycling Network Plan (Trim 211125188612).

**CARRIED**

M Pinkham enquired if there was a reason why Waka Kotahi did not fund proposed Walking and Cycling Network as part of the 2021/24 National Land Transport Programme (NLTP). A Blackie noted that Waka Kotahi had cut its funding to the Council by 50% for all projects across the district. The Council had submitted a funding bid of \$13.2 million to Waka Kotahi for the 2021/24 NLTP. Waka Kotahi had, however, only endorsed funding to the value of \$6.6 million for the three years. P Redmond commented that it was not just to the Waimakariri district, but to all the districts across the country. C Brown explained that Waka Kotahi had however advised that additional funding may become available during the next three years, which councils could bid for. The fact that the Council had a Walking and Cycling Network Plan meant that the Council would be well-positioned to seek additional funding from Waka Kotahi.

## 8 CHAIRPERSON'S REPORT

### 8.1 Chairperson Report November/December 2021

- District Plan – Poor Attendance, no ratepayers attended.
- Pines Kairaki Beach Association.
- All Boards Briefing.
- Board Submission for District Plan.
- Met with Matt Doocy – Discussion on the motorway safety measures and bridge maintenance. There was disagreement on whose responsibility it was to maintain the Ohoka, Tram Road and Smith Street Bridges.
- Arts Strategy Meeting – Work starting on this with Rachel Thornton leading.
- Met with Council staff regarding the Arts Strategy.
- All Together Kaiapoi Annual General Meeting
- Opening of Aqualand.
- Kaiapoi-Tuahiwi Community Board Christmas Dinner.
- Kaiapoi Promotions Association Mix n Mingle.
- Kaiapoi Community Hub Drop in session.
- Covid Traffic Light Update – Council meeting with Board Chairpersons. It was agreed Vaccine Passes would be required for Aquatic Facilities and Libraries etc.
- Waimakariri Public Arts Trust Trustee Meeting – to plan event to attract funders or more sculptures.

Moved: J Watson

Seconded: B Cairns

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

- (o) **Receives** the Chairperson report for November and December 2021.

**CARRIED**

## **9 MATTERS REFERRED FOR INFORMATION**

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 3 November 2021 (Trim 211105178164)
- 9.2 Woodend-Sefton Community Board Meeting Minutes 8 November 2021 (Trim 211012164452)
- 9.3 Rangiora-Ashley Community Board Meeting Minutes 10 November 2021 (Trim 211109179818)
- 9.4 Representation Review Arrangements 2022 – Final Proposal (Trim 211006160932) – Report to Council Meeting 2 November 2021 – Circulates to all Board
- 9.5 Submission to Waste Strategy and Legislation Consultation: closing 26 November 2021 (Trim 211019168795) – Report to Utilities and Roding Committee Meeting 16 November 2021 – Circulates to all Board
- 9.6 Waka Kotahi Technical Audit Outcomes – November 2021 (Trim 211104177484) – Report to Utilities and Roding Committee Meeting 16 November 2021 – Circulates to all Boards
- 9.7 Summary of Discretionary Grant Accountability 1 July 2020 to 30 June 2021 – Report to Oxford Ohoka Community Board 4 August 2021 – Circulates to all Boards
- 9.8 Summary of Discretionary Grant Accountability 1 July 2020 to 30 June 2021 – Report to Woodend Sefton Community Board 9 August 2021 – Circulates to all Boards
- 9.9 Summary of Discretionary Grant Accountability 1 July 2020 to 30 June 2021 – Report to Rangiora-Ashley Community Board 11 August 2021 – Circulates to all Boards
- 9.10 Summary of Discretionary Grant Accountability 1 July 2020 to 30 June 2021 – Report to Kaiapoi-Tuahiwi Community Board 16 August 2021 – Circulates to all Boards

Moved: J Watson

Seconded: A Blackie

**THAT** the Kaiapoi-Tuahiwi Community Board

- (p) **Receives** the information in Items 9.1 to 9.10.

**CARRIED**

## **10 MEMBERS' INFORMATION EXCHANGE**

P Redmond

- Attended
  - Armistice Day Service – Well attended.
    - Work being done in collaboration of the Ministry of Social Development, and the Canterbury District Health Board (BDHB) on a COVID Hub that would support people who may be placed into self-isolation.

- Menacing Dog Classification Hearing
  - Felt sympathy for the owners of the dog, who were quite responsible in hindsight. However the Dog Control Act, 1996 did not give the Council the discretion to put a dog on probation.
- Zoom meeting on water in Australia
  - Quite interesting, talking about the technology in the water space, smart meters, how to bring landscaping in with community input for wastewater.
- Rural and Provincial meeting
  - Local Government New Zealand talked about disciplining members if they were making racist and sexist comments. He wondered whether that was a role that the body who were representing local government should have.
- All Together Kaiapoi AGM.
- WHOw Aqua Park opening.
- Council's Social Club Christmas Do at West Eyreton Hall.
- Number Eight Squadron Parade, were given a charter, they were Rangiora Number Eight Squadron but they were now Waimakariri.
- Waimakariri Health Advisory group
  - Shortage of midwives, twenty two had left at Christchurch and St Georges Hospital as a result of requiring vaccination passes. There were several general beds at the Rangiora Hospital not being used despite the BDHB stating that they would be. Going to invite the CDHB to a future meeting to discuss the Oxford Hospital and the beds at Rangiora.

#### M Pinkham

- Attended
  - Joint Promotions Association Zoom Meeting
    - Under Orange Covid Traffic Light system running any event was going to be very difficult and expensive. In the next six to 12 months there was not going to be many community events.
  - Attended the Community Wellbeing staff breakfast – quite inspiring.

#### B Cairns

- Attended
  - Kaiapoi Promotions – December monthly meeting at CBK Kaiapoi.
  - All Together Kaiapoi – Annual General Meeting held at CBK Kaiapoi.
  - Neighborhood Support North Canterbury
    - Annual General Meeting – a number of members of the public attended, street signs were being erected up by the Menz Shed.
  - Aqualand opening.
  - GreyPower meeting – meeting cancelled due to Covid restrictions.
  - Kaiapoi-Tuahiwi Community Board end of year function.
- Food Forest update.
  - Strawberry Fair was cancelled.
  - New tree trunk seating has been installed, making the food forest an even more desirable place to visit.
  - Educational programmes had brought many people to Kaiapoi. Next event on 15 December 2021 would focus on planting.
  - Oxford Home School Group visit.
- Community Hub – was great to see the layout, shame only a small number of residents attended.

- Food Secure North Canterbury
  - Monthly meeting, in Canterbury we were working with sixteen food forests at various stages of development.

#### A Blackie

- Attended
  - Aqualand
    - 250 visits in the opening week and last weekend had 180, which included the first of their free passes to some underprivileged youth group. They had also released their local's discount.
  - Community Hub meeting
    - He thought that the Council may have 'over' consulted. Apart from two residents that were against the Hub there were no other complaints.
- Mahinga Kai
  - Makarini Rupene, Greg Barnes and Kevin Dwyer did a walk around and had provided input to the Council, who was starting to collate a preliminary plan.
- Kaiapoi Wharf situation
  - He talked to the owners of the River Queen and there had been an incident at the weekend where some kids were caught on the River Queen and physical action was taken.

## 11 **CONSULTATION PROJECTS**

### 11.1 **Kaiapoi Community Hub Concept Plan**

<https://letstalk.waimakariri.govt.nz/kaiapoicommunityhubplan>  
 Consultation closes on Monday 13 December 2021.

### 11.2 **Sefton Domain**

<https://letstalk.waimakariri.govt.nz/let-s-talk-about-sefton-domain>  
 Consultation closes Wednesday 15 December 2021.

### 11.3 **Parking in the Kaiapoi Town Centre**

<https://letstalk.waimakariri.govt.nz/let-s-talk-parking-in-the-kaiapoi-town-centre>  
 Consultation closes Friday 17 December 2021.

### 11.4 **E-Scooters**

<https://letstalk.waimakariri.govt.nz/e-scooter-trial>  
 Consultation runs throughout trial and closes in April 2022.

The Board noted the consultation projects.

## 12 **REGENERATION PROJECTS**

### 12.1 **Town Centre, Kaiapoi**

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

<http://www.waimakariri.govt.nz/your-council/district-development/kaiapoi-town-centre>.

The Board noted the Regeneration projects.

**13 BOARD FUNDING UPDATE****13.1 Board Discretionary Grant**

Balance as at 6 December 2021: \$5,127.

**13.2 General Landscaping Budget**

Balance as at 6 December 2021: \$25,430.

The Board noted the funding update.

**14 MEDIA ITEMS**

Nil.

**15 QUESTIONS UNDER STANDING ORDERS**

Nil.

**16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**NEXT MEETING**

The next meeting of the Kaiapoi-Tuahiwi Community Board would be held at the Ruataniwha Kaiapoi Civic Centre on Monday 21 February 2022 at 5pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 5.31pm.

**CONFIRMED**

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Chairperson

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Date

**WAIMAKARIRI DISTRICT COUNCIL****MEMO**

**FILE NO AND TRIM NO:** IFR-07 / 220118005342  
**DATE:** 18<sup>th</sup> January 2022  
**MEMO TO:** Council  
**FROM:** Gerard Cleary, Manager Utilities and Roading  
**SUBJECT:** 2022/23 Capital Works Programme Review

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The purpose of this memo is two fold

1. to provide background into a revised assessment approach being implemented for capital works projects
2. to provide assurance to the Council regarding a review undertaken of the 2022/23 Capital Works Programme for Roading, 3 Waters and Greenspace to ensure that the proposed programme is deliverable.

**1. Project Prioritisation**

In line with the briefing provided by the CE to the December Audit and Risk Committee, we are seeking to ensure a better linkage between all activities carried out by the Council, and Community outcomes. One element of this is with regard to the capital works programme, and separate initiatives will be implemented with regard to other delivery elements.

The attached spreadsheet (Attachment 1) has been prepared to facilitate this approach, and to allow clear visibility on the drivers for work, the benefits to the four Well Beings, other matters for consideration, and the recommended priority for each project.

A more detailed explanation is below (please reference the spreadsheet)

**a. Drivers**

Three drivers have been identified (Cols J to L)

- Statutory
- Growth and
- Level of Service/Risk/Renewals

Against each of these drivers, a simple grading of “Must do this year”, “Should do this year - could delay a year” and “Could do this year - could delay longer” has been allocated, based on an assessment of the criticality of undertaking the work this year against these three drivers.

**b. Other matters**

In addition, three ‘other matters’ have been identified but not allocated a grading (Cols M to O). These matters are

- Stakeholder Expectations,
- Current progress, and

- Requirement for External Funding

### c. Urgency

The 'Urgency' column (Col H) is then given a grading. The spreadsheet does not allocate an automatic 'urgency' but rather it is assessed by staff from a practical assessment of the drivers and 'other matters'. This can be reviewed and amended as part of the approval process

All projects have been categorised into the following four priorities:

Priority	
A	Must do this year
B	Should do this year - could delay a year
C	Could do this year - could delay longer
D	Already Deferred

In this financial Year, the staff have already made some deferral decisions and these projects are not included in the draft Annual plan. In future years, this deferral decision will be made by the Council when reviewing this assessment.

### d. Benefits

In addition to the "prioritisation process described in the previous sections, the spreadsheet provides an assessment of the benefits each project gives towards the four Well Beings (Cols P, R, T and V). This is to provide another basis for assisting decision-making, as well as providing an assessment of the value that our total programme is contribution towards each Well Being. It is intended that this will play a part in the prioritisation process in due course, but there is further work required to better align the Community Outcomes to allow this to happen.

The total monetary value of the contribution is summarised at the bottom of each activity area.

An example of this assessment is provided for the Drainage portfolio and is included as Attachment 1.

## 2. Project Resourcing Assessment

All carryover projects from 2021/22 (which have already been signalled as not being delivered) and deferred projects (that have already been deferred in the draft AP budgets) have been accounted for in the revised 2022/23 capital works programme spreadsheets.

In order to ensure the programme can be adequately resourced, a top down assessment has been undertaken to determine if there is adequate staff to deliver the revised programme, by estimating the internal design and MSQA requirements and converting this to FTEs.

The assessment undertaken for each activity is attached to this memo and summarised in the following table.

*Table 1: Estimation of FTEs to Deliver the 2022/23 Capital Works Programme*

Unit	Activity	FTEs Required	FTEs Available in PDU
3 Waters	Water Projects	2.7	
	Wastewater Projects	1.1	
	Drainage Projects	1.7	

	Shovel Ready Projects	1.0	
	Contingency	1.0	
	Extra Projects/Events	1.0	
	<b>Total</b>	<b>8.5</b>	<b>7.25</b>
<b>Roading</b>	Roading Projects	3.5	
	Contingency	0.5	
	Extra Projects/Events	0.5	
	<b>Total</b>	<b>4.5</b>	<b>3.5</b>
<b>Greenspace</b>	Greenspace Projects	1.5	
	Contingency	0.75	
	<b>Total</b>	<b>2.25</b>	<b>2.25</b>
<b>TOTAL</b>		<b>15.25</b>	<b>13</b>

The 'Contingency' allows for additional time to deliver the current projects included in the capital works programme, while the 'Extra Projects/Events' allows for additional projects that may arise or events (such as rainfall events) that may occur.

The 'FTEs Required' has been based on an average PDU charge rate of \$125 per hour and an annual chargeable time allowance of 1,514 hours per year (effectively 85% of hours available are chargeable). The 'FTEs Available in PDU' has assumed that currently staffing levels are maintained, along with additional two Project Engineers who are currently in the final stages of accepting positions. There has been no allowance for recruitment of the Utilities Projects Team Leader, which has already been unsuccessfully advertised once, and no allowance for the Civil Designer/CAD Technician role that is currently being recruited.

The outcome of the assessment indicates that while there is adequate resource available to deliver the Greenspace capital works programme, there is not adequate resources to deliver the 3 Waters or Roothing capital works programme. To address this resourcing issue the options available are either to defer some of the Priority C projects or to look at packaging up some projects to be delivered externally by consultants.

#### Resourcing for greenspace

There are no concerns with regard to this area.

#### Resourcing for 3 waters

In terms of the shortfall in the 3 Waters programme, if the design of the following drainage projects were packaged up and put out to be delivered by an external consultant, then the FTEs Required for 3 Waters would reduce to less than 7.25.

- School Road Drainage Upgrade
- Stormwater Minor Improvements
- North Drain Treatment
- Railway Drain Treatment

Alternatively if all the Priority C Drainage projects were deferred then this would also reduce the FTEs Required for 3 Waters to less than 7.25.

#### Resourcing for Roothing

It is noted that some on the Roothing programme includes projects that are subject to Council committing budget to the design work which may not get Waka Kotahi funding (e.g.: Tram Road Safety Improvements, Walking and Cycling Strategy Implementation, Ohoka/Island Road Implementation). If these did not progress then the FTEs Required for Roothing would reduce to less than 3.5. Alternatively if these projects were progressed then potentially some of the design work may need to be undertaken externally.



### Summary

- The staff have carried out a prioritisation process over 3 waters, greenspace and roading, and as a result have deferred some projects from the 2022/23 capital works programme.
- The remaining roading and greenspace projects can be satisfactorily resourced.
- The 3 Waters programme remains under-resourced.
- This could be remedied by either utilising external professional services, or deferring further works.

### Comparison with Past Years

As well as assessing the deliverability of the proposed 2022/23 programme from a bottom up perspective, consideration has also been given to deliverability from a top down perspective. The way in which this has been done is by comparing the proposed total value of capital spend versus the spend of previous years. This is summarised in the table below:

*Table 2: Annual Expenditure (planned versus past) \$ (million)*

	<b>2022-23 (Proposed)</b>	<b>2021-22 (Forecast)</b>	<b>2020-21</b>	<b>2019-20</b>	<b>2018-19</b>
Drainage	2.4	6.1	4.6	4.2	6.0
Water	5.5	5.4	2.0	3.7	8.2
Wastewater	1.8	4.6	1.0	2.8	6.0
Roading	12.3	14.0	19.1	8.3	15.4
Shovel Ready	6.9	14.9	3.1	-	-
Stimulus	0.0	7.9	4.5	-	-
Recreation	12.3	15.7	32.3	15.9	6.4
<b>Total Actual</b>	-	<b>59.9</b>	<b>66.6</b>	<b>34.8</b>	<b>42.1</b>
Total Budgeted	41.2	68.5	73.1	58.4	61.4
Completion	-	87%	91%	60%	69%

We spent approximately \$60 million last financial year and are on track to spend a similar amount this financial year. The required spend for the 2022/23 financial year is \$41.2 million which is about two thirds of the current annual spend.

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR INFORMATION**

**FILE NO:** GOV-18 / 220125008570  
**REPORT TO:** Council  
**DATE OF MEETING:** 1 February 2022  
**FROM:** Dan Gordon, Mayor  
**SUBJECT:** Mayor's Diary  
 Wednesday 1 December 2021 – Tuesday 25 January 2022

**1. SUMMARY**

Attend regular meetings with the Chief Executive, Management Team and staff.

Wednesday 1 December	<p><i>Covid Alert Level 2</i></p> <p>Meetings: Three Waters Oversight Group, via Zoom; Waitaha Primary Health Board Meeting and Strategy Session</p> <p>Visited: Lees Valley, with Cr Williams and Roding Unit staff</p> <p>Attended: Official opening of Te Ara Ātea – Selwyn District Council's Culture Centre and Library at Rolleston; Woodend-Sefton Community Board end of year function</p>
Thursday 2 December	<p>Meeting: Civil Defence Emergency Management Covid Response Discussion, via Zoom</p> <p>Attended: Kaiapoi Community Hub engagement session; Canterbury Employers' Chamber of Commerce luncheon; Waitaha Primary Health Board end of year function; Woodpecker Community Trust Christmas Function</p>
Friday 3 December	<p><i>Covid Traffic Light Setting - Orange</i></p> <p>Meetings: Three Waters Oversight sub-group, via Zoom; with resident re boundary matter; Passenger Transport discussion with Chair and local Environment Canterbury Councillors</p> <p>Visited: Resident's property, with Roding Unit staff member to discuss maintenance concerns</p> <p>Attended: Celebration of International Day of People with Disabilities, in Matawai Park; Police Long Service Awards (North Canterbury); Rangiora High School Year 13 Graduation</p>
Monday 6 December	<p>Interview: Hutt City FM re Three Waters Reform</p> <p>Meeting: Three Waters Reform Plenary Group, via Zoom</p> <p>Attended: Rangiora Just Brass end of year concert; Rangiora Rotary – Guest Speaker Gerard Cleary (Council's Utilities and Roding Manager); Rangiora Community Patrol Awards Supper</p>

Tuesday 7 December	<p>Interview: Compass FM</p> <p>Meetings: Pre-Council, with Chief Executive and Governance staff; Chair of Rangiora Promotions Association; briefing to Council on the District Plan; briefing with Deputy Mayor Atkinson and Cr Mealings on Greater Christchurch Partnership meeting agenda; Council Special Prize-giving event at Rangiora High School</p> <p>Attended:</p>
Wednesday 8 December	<p>Meetings: Three Waters Oversight Group, via Zoom; with Council's Manager Planning and Regulation re residents' noise concerns; Road Safety Co-ordinating Committee; Three Waters Oversight sub group, via Zoom; Amuri.net, with Council's Chief Executive; Templeton Group, with Council's Chief Executive and Manager Community and Recreation; Rangiora Table Bowls, with Manager Community and Recreation and Manager GreenSpace</p>
Thursday 9 December	<p>Interview: David Hill, North Canterbury News</p> <p>Meetings: Annual Plan Project Steering Group; Local Government NZ update on Three Waters Reform, via Zoom</p> <p>Presented: Deputation to Christchurch City Council on Three Waters Reform; Long Service Award to Madeleine Burdon, with Council's Chief Executive</p> <p>Attended: Smokefree Action Plan Launch at Tūranga, Central City Library; Netball game (Tactix v. Pulse) at Mainpower Stadium; Youth Council end of year function</p>
Friday 10 December	<p>Meetings: Greater Christchurch Partnership sub-group; Greater Christchurch Partnership Committee; Extraordinary Meeting of Council</p> <p>Hosted: End of year function for Councillors, Community Board Chairs and Management/Governance staff</p>
Monday 13 December	<p>Meetings: Local/national President of Grey Power; Council's Community Team Manager; Whakatane District Councillors re Three Waters Reform, via Zoom</p> <p>Attended: Rangiora Rotary Christmas Function</p>
Tuesday 14 December	<p>Interview: Compass FM</p> <p>Meetings: With staff, re Council's After Hours' Services; Three Waters Oversight Group, via Zoom; District Planning and Regulation Committee; Utilities and Roading Committee; Community and Recreation Committee</p> <p>Phone call: from Prime Minister Rt. Hon. Jacinda Ardern re Three Waters Reform</p>
Wednesday 15 December	<p>Meetings: (in Wellington) Three Waters Oversight Group: briefing by Castalia; with Green Party Spokesperson on Three Waters; Act Party Leader David Seymour and Act MPs; Independent Chairperson of Working Group on Representation, Governance and Accountability of new Water Services Entities; National Party Leader Christopher Luxon and National MPs; Hon. Nanaia Mahuta – Minister for Local Government along with Ministerial Advisors and officials from the Department of Internal Affairs</p>

Thursday 16 December	<p>Meetings: De-brief by Council Civil Defence staff on response to the recent severe weather event; review submission on Economic Regulation and Consumer Protection for Three Waters Services; visit to Kaiapoi-Tuahiwi Community Board Member Chris Greengrass</p> <p>Attended: Council's Waiata Group's end of year luncheon; No.88 Squadron's Prizegiving</p>
Friday 17 December	<p>Meetings: Three Waters Oversight Group, via Zoom; update to Councillors on Three Waters Reform; Transwaste Canterbury Annual Shareholders', via MS Teams; business owner re safety concerns; potential participant in Mayor's Taskforce for Jobs initiative; Oxford-Ohoka Community Board Member re speed limits; resident re roadside maintenance</p> <p>Attended: Official Opening of Te Pae, Christchurch Convention Centre</p>
Sunday 19 December	<p>Attended: Rangiora Harness Races, and lunch as the guest of the Club President</p>
Monday 20 December	<p>Meetings: Council's Water Unit staff; Mayor Lianne Dalziel; Chief Executive and Deputy CE of Ministry for the Environment, with Canterbury Mayors; final review of submission on Economic Regulation and Consumer Protection for Three Waters Services</p>
Tuesday 21 December	<p>Interviews: Compass FM; Magic Talk, re Three Waters Reform</p> <p>Meetings: Three Waters Reform Plenary Group, via Zoom; with Council's Chief Executive and Rooding staff re speed limits; Garry Moore's 'Tuesday Club' re Three Waters Reform</p> <p>Hosted: Sir Richard Hadlee on a tour of Mainpower Stadium, with Council's Manager for Community and Recreation</p>
Wednesday 22 December	<p>Meetings: Sir John Hansen - Chair, Canterbury District Health Board, with Council's Chief Executive re preparedness for Covid Omicron strain; with Council's Manager People and Engagement and the Emergency Management Advisor re Covid preparedness; with Mayors re response to launch of Communities for Local Democracy campaign (C4LD), via Zoom; phone calls to residents re Council's decision on Vaccine Passes; with Council's Community Team Manager</p> <p>Presented: Mayor's Award to Chris Greengrass, past Chair of the Kaiapoi-Tuahiwi Community Board for her exceptional service to the Council and her community</p>
Thursday 23 December	<p>Meeting: Three Waters Oversight sub-group, via Zoom</p> <p>Attended: Funeral of Dawn Spark</p> <p>Judged: Christmas Letterbox competition</p>
Christmas Day	<p>Assisted with the set-up of lunch for residents of Pineacres Holiday Park (catered by members of St Vincent De Paul charity, Rangiora)</p>
Thursday 30 December	<p>Meeting: Canterbury Regional Leadership Group (RLG): COVID Protection Framework, via Zoom</p>

Thursday 6 January	Meetings: Canterbury Regional Leadership Group (RLG): COVID Protection Framework, via Zoom; Three Waters Oversight Group, via Zoom
Monday 10 January	Attended: Funeral of Giles Beaglehole
Tuesday 11 January	Attended: 'Roof Shout' at The Good Drop to officially open the new enclosure over the outdoor seating area
Wednesday 12 January	Meetings: Three Waters Oversight Group, via Zoom; Regional Road Safety Working Group forward planning, via MS Teams; with Council's Chief Executive and management staff re Covid-19 Management Policy; briefing prior to meeting with Standard & Poors
Thursday 13 January	Meetings: Canterbury Regional Leadership Group (RLG): COVID Protection Framework, via Zoom; Council's Communications and Engagement Manager; Waitaha Primary Health sub-group
Friday 14 January:	Meeting: Standard & Poors, with Council's Chief Executive and Manager Finance and Business Support, via Zoom Attended: Funeral of Maree Bowen, mother of Timaru Mayor Nigel Bowen, in Timaru
Monday 17 January	Acknowledged the owners and staff of <i>Paris for the Weekend</i> on the fifth anniversary of their business
Tuesday 18 January	Meeting: (in Wellington) Three Waters Oversight Group
Wednesday 19 January	Meeting: National Emergency Management Agency re the Regulatory Framework Review (Trifecta) Programme, via Zoom
Thursday 20 January	Meetings: Canterbury Regional Leadership Group (RLG): COVID Protection Framework, via Zoom; Regional Road Safety Working Group; with Council's Chief Executive and staff re Waikuku Beach Campground; Annual Plan Project Control Group; Mayor Lianne Dalziel and Te Maire Tau re Three Waters Reform
Friday 21 January	Meetings: Three Waters Reform Plenary Group, via Zoom; North Canterbury News Local Democracy Reporter; Youth Council workshop; Council's Manager Planning and Regulation re the Regulatory Framework Review (Trifecta) Programme; Three Waters Oversight Group
Saturday 22 January	Attended: Muscle Car Madness Presented: Award to Ron Ealam for his 25 years' service to the Oxford Volunteer Fire Brigade, at their Awards Evening
Monday 24 January	<i>Covid Traffic Light Setting - Red</i> Meeting: With residents re neighbourhood concerns
Tuesday 25 January	Meeting: Update to Councillors on Three Waters Reform; Three Waters Oversight Group, via Zoom; with residents re Kintyre Lane; Climate Change Steering Group; Waimakariri Youth Council

**THAT** the Council:

- a) **Receives** report N°. 220125008570



Dan Gordon  
**MAYOR**