

# Woodend-Sefton Community Board

## Agenda

**Monday 11 July 2022**

**6.00pm**

**Woodend Community Centre  
School Road  
Woodend**

***Members:***

Shona Powell (Chair)

Andrew Thompson (Deputy Chair)

Andrea Allen

John Archer

Mark Paterson

Philip Redmond

Sandra Stewart

**AGENDA FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD TO BE HELD AT WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 11 JULY 2022 AT 6.00PM.**

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

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	<b><u>BUSINESS</u></b>	PAGES
<b>1</b>	<b><u>APOLOGIES</u></b>	
<b>2</b>	<b><u>CONFLICTS OF INTEREST</u></b>	
<b>3</b>	<b><u>CONFIRMATION MINUTES</u></b>	
3.1	<b><u>Minutes of the Woodend-Sefton Community Board – 13 June 2022</u></b>	6-13
	<i>RECOMMENDATION</i>	
	<b>THAT</b> the Woodend-Sefton Community Board:	
	(a) <b>Confirms</b> , as a true and accurate record, the circulated Minutes of the Woodend-Sefton Community Board meeting, held on 13 June 2022.	
3.2	<b><u>Matters Arising</u></b>	
<b>4</b>	<b><u>DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY</u></b>	
	Nil.	
<b>5</b>	<b><u>ADJOURNED BUSINESS</u></b>	
	Nil.	
<b>6</b>	<b><u>REPORTS</u></b>	
6.1	<b><u>Road Naming – Pegasus Town Stage R13-R14 – Scott Morrow (Rates Officer – Property Specialist)</u></b>	14-23
	<i>RECOMMENDATION</i>	
	<b>THAT</b> the Woodend-Sefton Community Board:	
	(a) <b>Receives</b> Report No. 220627108776	
	(b) <b>Approves</b> the following proposed road names for the development of 124 Infinity Drive, Pegasus as shown as roads 1 to 4 on the attached plan.	
	1. Te Pakiaka Road	
	2. Awarua Road (Continuation)	
	3. Gossett Lane (Pvt)	
	4. Edlin Lane (Pvt)	
	(c) <b>Notes</b> the Woodend-Sefton Community Board may replace any proposed road name with a name of its choice.	

6.2 **Woodend-Sefton Community Board's 2022/23 Discretionary Grant Fund and 2022/23 General Landscaping Fund – Kay Rabe (Governance Advisor)**

24-32

*RECOMMENDATION*

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 220622106770.
- (b) **Notes** that the Board's General Landscaping Budget allocated by the Council for 2022/23 is \$13,090, with a carry forward for 2021/22 still to be determined due to outstanding invoices, being processed.
- (c) **Notes** that the Board's Discretionary Grant Funding allocated by the Council for 2022/23 is \$4,300 and that an amount of \$2,325 was carried forward from the 2021/22 budget, thereby bringing the total of the 2022/23 Discretionary Grant fund to a total of \$6,625.
- (d) **Approves** the Board's 2022/23 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 2106030898921).
- (e) **Approves** the Board's 2022/23 Discretionary Grant Accountability Form (Trim No. 210603089895).
- (f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2022/23 financial year (July 2022 to June 2023).

6.3 **Application to the Woodend-Sefton Community Board's 2022/23 Discretionary Grant Fund – Kay Rabe (Governance Advisor)**

33-50

*RECOMMENDATION*

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 220620104640.
- (b) **Approves** a grant of \$..... to the North Canterbury Federation Women's Institute towards the cost of hall hire and the purchase of crafting supplies.  
**OR**
- (c) **Declines** the application from the North Canterbury Federation Women's Institute.
- (d) **Approves** a grant of \$..... to the Woodend School towards students attending a camp at Glentui at the end of Term 3.  
**OR**
- (e) **Declines** the application from the Woodend School.

6.4 **Ratification of the Woodend-Sefton Community Board's submission to the Council's Walking and Cycling Network Plan – Kay Rabe (Governance Advisor)**

51-56

*RECOMMENDATION*

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 220629110004.
- (b) **Retrospectively ratifies** its submission to the Council's Walking and Cycling Network Plan (Trim Ref: 220630110753).

## **7 CORRESPONDENCE**

### **7.1 Annual Plan Response**

57

#### *RECOMMENDATION*

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** the letter from the Waimakariri District Council regarding Annual Plan Response (Trim 220114003526).

## **8 CHAIRPERSON'S REPORT**

### **8.1 Chairperson's Report for June 2022**

58

#### *RECOMMENDATION*

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** the report (Trim: 220704112822) from the Woodend-Sefton Community Board Chairperson.

## **9 MATTERS FOR INFORMATION**

### **9.1 Oxford-Ohoka Community Board Meeting Minutes 8 June 2022**

### **9.2 Rangiora-Ashley Community Board Meeting Minutes 8 June 2022**

### **9.3 Kaiapoi-Tuahiwi Community Board Meeting Minutes 20 June 2022**

### **9.4 Health Safety and Wellbeing Report June 2022 – Report to Council Meeting 7 June 2022 – Circulates to all Boards.**

### **9.5 May 2021, December 2021 and February 2022 Flood Events – Service Requests Update – Report to Utilities and Roading Committee Meeting 21 June 2022 – Circulates to all Boards.**

### **9.6 Avian Botulism management 2021-22 – Report to Utilities and Roading Committee Meeting 21 June 2022 – Circulates to all Boards.**

### **9.7 Draft Annual Plan Consultation Decisions – Report to Council 28 June 2022 – Circulates to all Boards.**

#### *RECOMMENDATION*

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 9.1 to 9.7

#### **Note:**

- 1. *The links for 'Matters of Information' were separately circulated to members.*

## **10 MEMBERS' INFORMATION EXCHANGE**

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

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

## **11 CONSULTATION PROJECTS**

Nil.

**12 BOARD FUNDING UPDATE**

**12.1 Board Discretionary Grant**

Carryover from 2021/22: \$2,325.  
Allocation for 2022/23: \$4,300.  
Balance as at 30 June 2022: \$6,625.

**12.2 General Landscaping Fund**

Carryover from 2021/22: To be determined.  
Allocation for 2022/23: \$13,090.  
Balance as at 30 June 2022: \$13,090 plus carryover.

**13 MEDIA ITEMS**

**14 QUESTIONS UNDER STANDING ORDERS**

**15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

**NEXT MEETING**

The next meeting of the Woodend-Sefton Community Board will be held at the Woodend Community Centre, School Road, Woodend on Monday 8 August 2022 at 6pm.

**Workshop**

- *Greenspace Projects – Grant MacLeod (Community Greenspace Manager)*
- *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 JUNE 2022 AT 6.00PM.**

**PRESENT**

S Powell (Chairperson), A Thompson (Deputy Chairperson), A Allen and J Archer.

**IN ATTENDANCE**

S Markham (Manager Strategic Projects), J McBride (Roading and Transport Manager), K Simpson (3 Waters Manager), T Kunkel (Governance Team Leader) and C Fowler-Jenkins (Governance Support Officer).

There were two members of the public present.

**1 APOLOGIES**

Moved: S Powell                      Seconded: A Allen

**THAT** apologies for absence be received and sustained from P Redmond, M Paterson and S Stewart.

**CARRIED**

**2 ACKNOWLEDGMENTS**

The Chairperson acknowledged the passing of Dame Aroha Reriti-Crofts (Ngai Tuahuriri, Ngai Tahu) and Kaiapoi-Tuahiwi Community Board member Christine Greengrass. In addition, she acknowledged the Queen's Service Medal presented to Christine Greengrass for services to the community and the New Zealand Order of Merit awarded to former Mayor David Ayers for services to local government and the community.

**3 CONFLICTS OF INTEREST**

There were no conflicts declared.

**4 CONFIRMATION MINUTES**

**4.1 Minutes of the Woodend-Sefton Community Board – 9 May 2022**

Moved: J Archer                      Seconded: A Thompson

**THAT** the Woodend-Sefton Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Woodend-Sefton Community Board meeting held on 9 May 2022.

**CARRIED**

**4.2 Matters Arising**

Nil.

**5 DEPUTATIONS AND PRESENTATIONS FROM THE COMMUNITY**

Nil.

## 6 ADJOURNED BUSINESS

Nil.

## 7 REPORTS

### 7.1 Waikuku Beach Drainage Investigations Update – K Simpson (3 Waters Manager)

K Simpson provided the Board with an update on the status of the drainage investigation work in Waikuku Beach. He explained there were eight areas under investigation, many of which were initiated following the May 2021 flood event, however, further additions to the list had been made after the 15 December 2021 and February 2022 flood events. He highlighted the following:

- The work at the Waikuku Beach Campground after the Ashley River flooding had been completed. However, further work was underway looking at the impact of groundwater and localised flooding on the campground to assist with a decision on the long-term future of the campground.
- Maintenance works to clean pipes and culverts at Swindells Road had been undertaken. The existing system was identified as inadequate, and an options report was being prepared. Council had recently approved an additional budget of \$450,000.
- Work on Broadway Avenue had progressed to the concept design stage with the solution of installing a pipe behind the properties on Broadway Avenue. There was \$120,000 included in the 2022/2023 Annual Plan, and the Council was currently engaging with the affected property owners. The next stage would be commencing the detailed design and getting the property agreements in place.
- Collins Drive appeared to be a simple project, however, it became more complex when installing a secondary flap valve on the outlet into the Ashley River. The work had now been tendered, and the flap valve would be installed in early July 2022.
- During the May 2021 flood event, water had flowed over Waikuku Beach Road, however, Council staff were not recommending any work being done currently in this area. If flooding did occur over the road, the maintenance contractor would put out the road warning signs. If further issues arose, investigations into installing a culvert under the road would be carried out.

S Powell noted that Kaiapoi Pa Road could be used as a detour if Waikuku Beach Road was impassable. She asked if Kaiapoi Pa Road was passable during the flood events. K Simpson confirmed that the road had been passable during the May 2021 event, however, there were parts of the road that were prone to flooding.

K Simpson advised that the next area to be addressed was the Waikuku Beach Domain adjacent to the flying fox. However, work on this investigation had been delayed due to internal resourcing constraints. Currently, the Council's Project Delivery Unit was investigating if there was some additional drainage the Council could install to help drain the area. Another option was to plant it out as a wetland. A report on this would be submitted to the Board in due course.

The final two areas were Reserve Road/Broadway Avenue and Kiwi Avenue, where the roadside soak pits did not appear to be functioning as well as they should. The Council was therefore employing contractors to rejuvenate them effectively.

A Thompson noted that he was delighted to see that the Council held a public meeting in 2021 to enable the community to raise their concerns. He thought it was interesting that some of the issues in Waikuku Beach were similar to those in Woodend Beach and other coastal areas. K Simpson commented that drainage problems were different from water and wastewater challenges as the Council had to rely on the problems occurring during a flood to figure out the issues.

In response to a question from J Archer, K Simpson explained that raising groundwater levels were taken into account to a certain extent when dealing with flooding challenges. However, it came more into play during the design phase. Some of the possible design solutions that the Council was investigating included the installation of a pipe from the low point in the reserve through to the Park Terrace drain at the Kiwi Avenue Reserve. One of the challenges at Waikuku Beach was the areas that relied on soakage. There were several locations where sumps connected to soak pits worked well, provided the groundwater level was low. However, if there were an increase in periods of high groundwater level, there would be a correlating increase in periods when these systems were not going to function.

A Thompson noted that the maintenance of the draining system should be done routinely. He asked if K Simpson was comfortable that the Council's Drainage Team had the systems and processes in place to resolve the challenges identified and maintain the system as required. K Simpson advised that technology allowed the Council to record when a drain was last inspected or cleaned or when flood gates and soak pits were last maintained. In addition, the Council now had a pre-storm inspection list for flap gates.

A Allen questioned if Council staff had regular interactions with Hurunui District Council to share their resources and findings to avoid double handling. K Simpson explained that the Council co-operated on several levels with other Councils, including asset management. In addition, council staff held quarterly collaboration meetings with counterparts from Hurunui, Selwyn and Kaikoura District Councils. From an operational perspective, it was more on a case-by-case basis, however, there was a good working relationship with neighbouring councils.

S Powell enquired if the Taranaki Stream flood gates were operating efficiently. K Simpson noted that they were as far as he was aware, and the only thing he believed was still in question was the fish passage within the gate itself and its effectiveness.

Moved: A Allen

Seconded: A Thompson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 220602094304.
- (b) **Notes** the following progress on the eight areas identified for further investigation in Waikuku Beach:
  - Waikuku Beach Campground – Complete
  - Swindells Road – Options assessment underway and funding approved
  - Collins Drive – Works awarded
  - Waikuku Beach Road – Investigation complete
  - Kiwi Avenue Reserve / Broadway Avenue – Solution identified, and funding approved



- Waikuku Beach Domain – Investigation recommenced
  - Reserve Road / Broadway Avenue – Remedial works proposed
  - Kiwi Avenue – Remedial works proposed
- (c) **Notes** that further reports would be brought to the Woodend-Sefton Community Board for feedback on the proposed upgrading works in the Swindells Road and Broadway Avenue areas in the future.
- (d) **Notes** that the All Boards briefing on 22 August 2022 would provide an update on flooding matters.
- (e) **Circulates** this report to the Utilities and Roading Committee for their information.

**CARRIED**

S Powell thanked K Simpson for all the work he had done, acknowledging that residents at Waikuku Beach appreciated the ongoing work.

## 7.2 Proposed Roading Capital Works Programme for 2022/23 – J McBride (Roading and Transport Manager)

J McBride spoke to the report, which invited feedback on the proposed 2022/23 Roading Capital Works Programme. A general allocation of the budget was provided in the Council's 2021/31 Long Term Plan (LTP). The programme was for kerb and channel renewal, footpath renewal, minor improvements and new footpaths. The programmes were developed taking into account several factors, including condition rating, service requests and road safety audits from a prioritised database. Also, co-funding requirements under Waka Kotahi needed to be met. The new footpath programme did not receive Waka Kotahi funding.

A Allen noted that the new sites assessed and prioritised in the 2022/33 Footpath Programme did not include any paths in the Boards area. She highlighted the non-existent footpath from the Pegasus roundabout to Woodend, which the Board had raised several times. She challenged the footpath prioritisation process, believing this path met the criteria due to safety concerns and high traffic volumes. J McBride explained that the Minor Safety Programme only dealt with low-cost interventions which could be done relatively easily with a low budget. The area under discussion had been included in the Council's Walking and Cycling Network Plan and, if accepted, would be funded through that Walking and Cycling Network budget.

S Powell enquired if the school variable speed signs were included in the programme, particularly the Sefton School signs. J McBride noted that the new Setting of Speed Limit Rule, introduced in May 2022, required the Council to address speeding at all of the schools in the district within ten years. It was anticipated that speeds near urban schools would be reduced to either 30 or 40km/h and or 60km/h in rural areas. Reassessment of the infrastructure around the district's schools would therefore need to be undertaken before being added to the Council's Long Term Plan. S Powell noted that Sefton School was a priority because it was very close to the change in speed limit from 100km/h to 60km/h.

S Powell noted the possible Waka Kotahi funding for safety improvements through Woodend and the proposal to feed traffic up Woodend Road to enable traffic turning onto State Highway One to utilise the proposed lights. However, there was no indication when this work may commence. She inquired if there was any funding in the programme for work on Woodend Road, a wide road with extremely narrow footpaths with power poles in the middle. J McBride responded that this work was not included in the programme, however, there

was a line item in the Long Term Plan specifically for safety improvements in conjunction with Woodend Road work.

S Powell noted that she had been working with K Graham regarding the possibility of rerouting busses into Ravenswood because there was currently no safe crossing point across State Highway One. J McBride noted that S Binder had been working with Environment Canterbury on the public transport in Ravenswood and how it may look in the future, including from an infrastructure perspective.

Moved: S Powell

Seconded: A Thompson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 220601092955.
- (b) **Notes** that feedback could be provided on the Draft Programme to the Roding and Transport Manager.

**CARRIED**

7.3 **Application to the Woodend-Sefton Community Board's 2021/22 Discretionary Grant Fund – K Rabe (Governance Advisor)**

T Kunkel spoke to the report noting that the Board had received two applications for funding, one from St Barnabas Anglican Church in Woodend. They were seeking funding to relevel and reseed their lawn cemetery, where the graves had started to sink due to heavy rain events. The second application was received from the Good Night Sleep Tight Trust, which provided blankets, pyjamas and anything a child could need to have a good night's sleep for children in need, and they were asking for funding to continue their work.

Moved: A Allen

Seconded: S Powell

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 220519081397.
- (b) **Approves** a grant of \$690 to St Barnabas Anglican Church towards levelling and reseeding the cemetery on the Church grounds.

**CARRIED**

A Allen commented that she was pleased that the Church had requested funding and would support the motion, as the Church gave a lot back to the community.

S Powell also supported the motion because St Barnabas Church's cemetery was one of the few cemeteries in North Canterbury that the Council did not maintain. She commented that it was an interesting historic place to visit and was very happy to support the application.

Moved: J Archer

Seconded: A Allen

**THAT** the Woodend-Sefton Community Board:

- (c) **Approves** a grant of \$500 to the Good Night Sleep Tight Charitable Trust towards winter night packs.

**LOST**

J Archer thought it was a wonderful initiative supporting needy young children.

Amendment:

Moved: S Powell

Seconded: A Thompson

**THAT** the Woodend-Sefton Community Board:

- (a) **Approves** a grant of \$810 to the Good Night Sleep Tight Charitable Trust towards winter night packs.

**CARRIED**

A Allen commented that many people took it for granted that every child had pyjamas, and things needed to go to bed at night, however, this was not the case. She knew that there were several agencies out there that did help children. However, children could not always ask for help, and she believed they should receive all the assistance they could. She noted that this was a fantastic initiative, as small things make a difference. S Powell concurred with A Allen's comments.

7.4 **Appointment of a new Board Representative to North Canterbury Neighbourhood Support – K Rabe (Governance Advisor)**

T Kunkel spoke to the report, which requested the Board to appoint a new representative to North Canterbury Neighbourhood Support (NCNS), an organisation with a long history with Community Boards and the Council. A Allen, the Board's current representative, could no longer continue to represent the Board. The Board, therefore, needed to nominate a new representative until the end of the term in October 2022.

Moved: S Powell

Seconded: J Archer

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 220506071265.
- (b) **Acknowledges** the resignation of Andrea Allen as the Board's representative to North Canterbury Neighbourhood Support from 13 June 2021.
- (c) **Approves** the appointment of Board Member M Paterson as the Board's representative and liaison person to North Canterbury Neighbourhood Support, to take immediate effect from 14 June 2022 until the end of the 2019-22 triennial term, being 7 October 2022.
- (d) **Acknowledges** Andrea Allen's excellent service during her time as Board's representative to North Canterbury Neighbourhood Support.

**CARRIED**

S Powell thanked A Allen for the work that she had done as part of NCNS, both as the Board's representative and as Chair of NCNS. She had raised the profile of the group across the district, which was a credit to the work she had done.

**8 CORRESPONDENCE**

Nil.

## 9 CHAIRPERSON'S REPORT

### 9.1 Chairperson's Report for May 2022

Moved: S Powell

Seconded: A Thompson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** the report for May 2022 from the Woodend-Sefton Community Board Chairperson (Trim: 220607095497).

**CARRIED**

## 10 MATTERS FOR INFORMATION

- 10.1 Oxford-Ohoka Community Board Meeting Minutes 4 May 2022  
 10.2 Rangiora-Ashley Community Board Meeting Minutes 11 May 2022  
 10.3 Kaiapoi-Tuahiwi Community Board Meeting Minutes 16 May 2022  
 10.4 Roading Service Requests and Flood Budget – Report to Council Meeting 3 May 2022 – Circulates to all Boards.  
 10.5 Health Safety and Wellbeing Report May 2022 – Report to Council Meeting 3 May 2022 – Circulates to all Boards.  
 10.6 May 2021, December 2021 and February 2022 Flood Events – Service Requests Update – Report to Utilities and Rooding Committee Meeting 17 May 2022 – Circulates to all Boards.  
 10.7 Zone Implementation Programme Addendum Capital Works Programme – 2022/23 – Report to Land and Water Committee Meeting 17 May 2022 – Circulates to all Boards.  
 10.8 Water Supply Utilities and Rooding Staff Submission to Draft Annual Plan – Report to Council 24 May 2022 – Circulates to all Boards.  
 10.9 Drainage – Utilities and Rooding Department Staff Submission to the Draft Annual Plan – Report to Council 24 May 2022 – Circulates to all Boards.  
 10.10 Wastewater – Utilities and Rooding Department Staff Submission to the Draft 2022-23 Annual Plan– Report to Council 24 May 2022 – Circulates to all Boards.  
 10.11 Rooding Staff Submission May 2022 - Request changes to the Rooding Capital Works Budget– Report to Council 24 May 2022 – Circulates to all Boards.  
 10.12 Notification of Private Plan Change 31 – Rolleston Industrial Developments Ltd– Report to Council 31 May 2022 – Circulates to all Boards.  
 10.13 2021 Beach User Survey – Northern Pegasus Bay Bylaw – Report to Community and Recreation Committee 31 May 2022 – Circulates to all Woodend-Sefton Community Board and Kaiapoi-Tuahiwi Community Board.  
 10.14 Library Update to May 6th, 2022 – Report to Community and Recreation Committee 31 May 2022 – Circulates to all Boards.

Moved: A Allen

Seconded: A Thompson

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** the information in Items 9.1 to 9.14

**CARRIED**

## 11 MEMBERS' INFORMATION EXCHANGE

Nil.

**12 CONSULTATION PROJECTS****12.1 Walking and Cycling Network Plan**

<https://letstalk.waimakariri.govt.nz/walking-and-cycling-network-plan>  
 Consultation closes on Thursday 30 June 2022.

S Powell noted that it was a good summary document. The Woodend drop-in session was held on Wednesday, 8 June 2022, and about twenty-five people attended and gave valuable feedback. There was a drop-in session scheduled in Pegasus on 23 June 2022 at the community centre. She encouraged people to go along and get their feedback in.

**13 BOARD FUNDING UPDATE****13.1 Board Discretionary Grant**

Balance as at 31 May 2022: \$3,845.

**13.2 General Landscaping Fund**

Balance as at 31 May 2022: \$12,710.

The Board noted the funding update.

**14 MEDIA ITEMS**

- The Discretionary Grant applications.
- Flooding update.
- Walking and Cycling Network Plan.

**15 QUESTIONS UNDER STANDING ORDERS**

Nil.

**16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**NEXT MEETING**

The next meeting of the Woodend-Sefton Community Board would be held at the Woodend Community Centre, School Road, Woodend on Monday 11 July 2022 at 6pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 7.09pm.

CONFIRMED

\_\_\_\_\_  
 Chairperson

\_\_\_\_\_  
 Date

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

**FILE NO and TRIM NO:** RDG-26/GOV-26-09-06/ 220627108776

**REPORT TO:** WOODEND-SEFTON COMMUNITY BOARD

**DATE OF MEETING:** 11 July 2022

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

**SUBJECT:** Road Naming – Pegasus Town Stage R13-R14

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

  
General Manager

  
ppChief Executive

**1. SUMMARY**

- 1.1. This report is seeking a decision by the Woodend-Sefton Community Board to approve new road names for Pegasus, stages R13-R14
- 1.2. The land parcel being developed is Lot 102 DP 447925 which is known as 124 Infinity Drive, Pegasus.

**Attachments:**

- i. Plan of the subdivision showing the new roads to be named. (Trim 220627108786)
- ii. Pre-approved Woodend-Sefton Road Naming List. (Trim 190321037831)
- iii. Policy for the Naming of Roads in the District. (Trim 120712043907)

**2. RECOMMENDATION**

**THAT** the Woodend-Sefton Community Board

- (a) **Receives** Report No. 220627108776
- (b) **Approves** the following proposed road names for the development of 124 Infinity Drive, Pegasus as shown as roads 1 to 4 on the attached plan.
  1. Te Pakiaka Road
  2. Awarua Road (Continuation)
  3. Gossett Lane (Pvt)
  4. Edlin Lane (Pvt)
- (c) **Notes** the Woodend-Sefton Community Board may replace any proposed road name with a name of its choice.

**3. BACKGROUND**

- 3.1 The developer Mike Greer Homes North Canterbury Limited is seeking to subdivide Lot 102 DP 447925 known as stage R13-R14 into 77 new residential lots.
- 3.2 The development is part of the Residential 6A zone and allows for a comprehensive housing developments focused around the town or village centre of Pegasus. The maximum lot size allowed under the existing plan is 412.5sqm.

- 3.3 There are four new roads which are required to be named, with two of them vested as roads to the council and the other two will be private access Right of Ways.

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

- 4.1. The developer Mike Greer Homes North Canterbury Limited has put forward four road names for consideration for each of the new roads.
- 4.2. Three of the names were taken from the Woodend-Sefton list of pre-approved road names and the other name Awarua Road is a continuation of an existing road name in Pegasus.
- 4.3. All of the names proposed by the developer have been checked against the Council's existing road names and none of them are the same or similar to existing street names in the District.
- 4.4. Two of the new roads to be named will be utilised for private Right of Ways to service the new lots which have access. In this instance the road type 'Lane' is considered suitable as the Council's policy for naming of roads describes them as narrow road way between walls or buildings.
- 4.5. The road types used in the road naming process need to fit within the guidelines as outlined in the Council's Road Naming Policy.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

##### **6.3 Risk Management**

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

**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 1974 sec 319 (1) (j)

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

**7.3. Consistency with Community Outcomes**

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

**7.4. Authorising Delegations**

The Woodend-Sefton Community Board has the delegated power on behalf of the Waimakariri District Council to approve the naming of new roads.



Scott Morrow

Rates Officer - Property Specialist



**WAIMAKARIRI DISTRICT COUNCIL**  
 - APPROVED APPLICATION -  
 RC215166 / RC215456  
 APPROVED by Authorised Officer  
 Wendy Harris 19/08/2021

**HODGKINSON ROAD**



**LOTS 1 - 77, LOTS 100 - 103, 500- 521 & LOTS 1000 - 1002**  
**PROPOSED SUBDIVISION OF LOT 102 DP 447925 (RT 630841)**

LOTS 500 - 521 & 1000 TO BE VESTED AS ROAD  
 TO WAIMAKARIRI DISTRICT COUNCIL  
 LOTS 1001 & 1002 TO BE VESTED AS LOCAL PURPOSE  
 RESERVE TO WAIMAKARIRI DISTRICT COUNCIL

SCHEDULE OF EX. EASEMENTS IN GROSS TO BE EXTINGUISHED		
PURPOSE	SHOWN	DOCUMENT
Right to Drain Sewage		9532019.10
Right to Convey Water		9532019.2
Right to Convey Gas		9532019.3
Right to Convey Elec.	Aon DP 447925	9532019.4
Right to Convey Telecomms and Computer Media		9532019.5

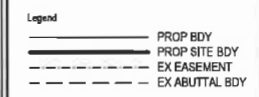
**AMALGAMATION CONDITIONS**  
 THAT LOT 100 HEREON (LEGAL ACCESS) BE HELD AS TO EIGHTEEN UNDIVIDED ONE-EIGHTEENTH SHARES BY THE OWNERS OF LOTS 2 - 5, LOTS 11 - 20, LOT 24, LOT 28, LOT 33 & LOT 36 HEREON AS TENANTS IN COMMON IN THE SAID SHARES AND THAT INDIVIDUAL RECORDS OF TITLE BE ISSUED IN ACCORDANCE THEREWITH.

THAT LOT 101 HEREON (LEGAL ACCESS) BE HELD AS TO TEN UNDIVIDED ONE-TENTH SHARES BY THE OWNERS OF LOTS 21 - 23, LOTS 37 - 39 & LOTS 69 - 72 HEREON AS TENANTS IN COMMON IN THE SAID SHARES AND THAT INDIVIDUAL RECORDS OF TITLE BE ISSUED IN ACCORDANCE THEREWITH.

THAT LOT 103 HEREON (LEGAL ACCESS) BE HELD AS TO SEVENTEEN UNDIVIDED ONE-SEVENTEENTH SHARES BY THE OWNERS OF LOTS 6 - 9, LOT 43, LOT 44, LOT 49, LOT 50 & LOT 56 - 64 HEREON AS TENANTS IN COMMON IN THE SAID SHARES AND THAT INDIVIDUAL RECORDS OF TITLE BE ISSUED IN ACCORDANCE THEREWITH.

THAT LOT 102 HEREON (LEGAL ACCESS) BE HELD AS TO TEN UNDIVIDED ONE-TENTH SHARES BY THE OWNERS OF LOTS 53 - 55, 65 - 67 & LOTS 73 - 76 HEREON AS TENANTS IN COMMON IN THE SAID SHARES AND THAT INDIVIDUAL RECORDS OF TITLE BE ISSUED IN ACCORDANCE THEREWITH.

- Notes
- All works to be in accordance with Waimakariri District Council standards.
  - Co-ordinates in terms of NZ Geodetic Datum Mt Pleasant 2000.
  - Boundaries are subject to final survey.



MEMORANDUM OF EASEMENTS			
PURPOSE	SHOWN	BURDENED	BENEFITED
Right of Way	A	Lot 100	Lots 2 - 5 & 11 - 20, 24, 28, 33 & 36
	B	Lot 101	Lots 21-23, 37-39 & 65 - 72
	C	Lot 102	Lots 6 - 9, 43, 44, 45, 50 & 56 - 64
	D	Lot 103	Lots 53 - 55, 65 - 67 & 73 - 76
	G	Lot 24	Lot 28
	H	Lot 28	Lot 24
	I	Lot 43	Lot 44
	J	Lot 44	Lot 43
	K	Lot 33	Lot 36
	L	Lot 36	Lot 33
	M	Lot 49	Lot 50
	N	Lot 50	Lot 49

DE	AMAL CON UPDATE	MDM	08/21
C	LAYOUT CHANGE	MDM	05/21
B	FOR RC	MM	03/2021
A	DRAFT	AP	11/2020

**Maven South**  
 03 777 4450  
 info@maven.co.nz  
 www.maven.co.nz  
 36 Shaker Street, Queenstown

MEMORANDUM OF EASEMENTS IN GROSS			
PURPOSE	SHOWN	BURDENED	GRANTEE
Right to Convey Electricity	A	Lot 100	Manspower New Zealand Ltd
	B	Lot 101	
	C	Lot 102	
	D	Lot 103	
	E	Lot 1001	
	F	Lot 1002	
Right to Convey Telecomms	A	Lot 100	Vodafone New Zealand Ltd
	B	Lot 101	
	C	Lot 102	
	D	Lot 103	
	E	Lot 1001	
	F	Lot 1002	
Right to Drain Sewage	A	Lot 100	Waimakariri District Council
	B	Lot 101	
	C	Lot 102	
	D	Lot 103	
Right to Drain Sewage	E	Lot 1001	Ongas Ltd
	F	Lot 1002	
Right to Convey Gas	E	Lot 1001	Ongas Ltd
	F	Lot 1002	

**MAVEN**  
 Project  
**PEGASUS TOWN CENTRE DEVELOPMENT FOR TEMPLETON PEGASUS**

Title  
**PROPOSED SCHEME PLAN WHAKATIPU BLOCK - R13 R14**

Project no.	102025
Scale	1:1000 @ A3
Cell Ref	SCHEME - R13 14.DWG
Drawing no.	C100
Rev	E

## Master List of Pre-approved Woodend-Sefton Road Names

**21 March 2019**

Aitkin	Early Settlers in the area.
Antill	William Antill - A stock dealer and butcher, Woodend.
Archer	Nathaniel Archer - Flower Miller, Ravenswood Roller Flour Mill. <b>Note:</b> name to be used in conjunction with full name as Archer Place in use in Rangiora.
Barnett	Walter John Lawry Barnett - Manager of the Woodend Creamery.
Borland	Robert J Borland - Early settler, Woodend.
Brockenhurst	The name of the farm where Ravenswood is located. <b>Note:</b> Name to be used in conjunction with development on Pegasus side of SH1 where the farm was situated.
Chambers	Fred Chambers -Farmer, butcher, Woodend.
Cleaver	Henry Cleaver - Early settler, Woodend.
Corlett	Alfred Corlett - Early settler, Woodend.
Cousins	Richard Cousins - Farmer Waikuku.
Counsell	James Counsell - Stock dealer and butcher, Woodend.
Crawford	James Crawford - Farmer, Pegasus.
Crossley	John (Dampier-Crossley) - Farmer of Brockenhurst Estate.
Croydon	Name of town where John Raven was born.
Curtis	Alfred Curtis - Miller, Ravenswood.
Cutler	Thomas Cutler - Headmaster, Woodend.
Dellow	Rev John Dellow - Methodist minister, Woodend
Derbridge	Charles Derbridge - Born in Herefordshire in England, farmed property in Woodend.
Edlin	George Edlin - Early settler, Woodend.
Eldridge	Thomas Eldridge - Sawmiller, Woodend.
Ellmers	Fred Ellmers - Early settler, Woodend.
Flutey	Charles Flutey - Born in Okains Bay but farmed land in Woodend.
Gossett	C H Gossett - Vicar, Woodend, 1885.
Griffiths	Thomas Griffiths - Farmer Waikuku, was one of first elected members of the local school committee.
Grimwood	Robert Grimwood - Miller, Ravenswood.
Haslam	Rev J H Haslam - Methodist minister, Woodend.
Henshaw	Joshua Henshaw - Wool manager.
Herridge	Fred Herridge - Farmer, clergyman, Ravenswood
Higgins	Early settler, Woodend.
Joughin	Rev Thomas Alfred Joughin - Wesleyan Methodist minister.
Jury	Arthur Jury - A miller, Ravenswood.
Kotua	Rau Kotua - An early Resident of Woodend.
Ligget	Robert Ligget - Farmer of "Tullyhue" Waikuku.
Lorimer	James Lorimer - A ploughman, Woodend.
Luisetti	Early Woodend family. (also on Rangiora Road Naming list)
McQuillan	Robert McQuillan - Farmer Waikuku, Woodend.

Merhrtens	Henrich Merhrtens - Farmer, Woodend.
Oakleigh	Name of pastoral run acquired by John Raven.
Pateman	Edward C Pateman - Farmer of Beaconsfield Farm, Woodend.
Quinn	John A Quinn. Farmer at Ravenswood.
Rhodes	Owned sheep station next to John Raven.
Rudd	John Rudd - A farmer, Woodend.
Salkeld	John Salkeld - A carpenter and undertaker, Woodend.
Sills	Robert Sills - Contractor, Woodend.
Skevington	Charles Skevington - Born in Bedfordshire farmer, Waikuku.
Stackwood	Daniel Stackwood - An early Resident.
Standage	Rev C H Standage - A Methodist minister.
Steadman	Thomas Miller Steadman - Woodend.
Stonyer	William Stonyer - Built the Ravenswood Mill.
Te Pakiaka	Name of farm in Woodend, run by Frederick Horrell.
Thirlwall	William Thirlwall - A gardener at 'Wairoa'.
Tinkler	Walter Tinkler - Wool classer.
Weaver	Thomas Weaver - A farmer, Woodend.
Wilkin	Owned sheep station next to John Raven.
Witte	Bernard P H Witte - A brick maker, Woodend.
Woodford	Pioneer of flour milling in Woodend.

Disclaimer: All names submitted to the Woodend-Sefton Community Board for consideration are received in good faith. The Board does not check spelling or history details. Errors will be accepted and corrected where possible.

## POLICY

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### *Roads and Streets*

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## NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY

### 1 Introduction

The Waimakariri District Council is responsible for naming (and renaming) roads within its boundaries. Roads are named to reflect the identity of the local area and to ensure ease of identification for the Council, the public and key public and private services such as emergency, postal and courier services.

### 2 Policy Context

This policy applies where proposed roads and other vehicular accesses are being created either through subdivision development or the formation of existing unformed legal roads and to the naming of existing unnamed roads/vehicular accesses both public and private. This policy should form part of any subdivision design and approval process reference material.

### 3 Policy Objective

This policy specifies Council's requirements for the naming of roads and vehicle accesses throughout the District to provide a consistent and comprehensive approach to naming of roads in the District.

The Waimakariri District Council is responsible for the naming of roads by the *Local Government Act 1974* section 319(j).

### 4 Policy Statement

- 4.1 The Council's four Community Boards have the delegated authority for the naming of new streets and roads and altering existing street names within their respective wards.
- 4.2 Re-naming of streets and roads will only be undertaken if the Council considers the change will result in a clear benefit to the community.
- 4.3 Where a street is named for the first time or a street name is altered then the District Land Registrar, the Chief Surveyor, NZ Fire Service, Telecom, MainPower, valuation service provider, NZ Police, Civil Defence, and the Canterbury Regional Council shall be informed of the new name or change.
- 4.4 Where an existing street is extended, the street extension will be the same name as that of the existing street.
- 4.5 All new private roads in the Waimakariri District shall be named in consultation with the applicant, and at the applicant's expense, and relevant road signs shall be suitably annotated "*Private Road*".  
  
All private roads that are to be named, are to have a minimum of four lots with access from the private road.
- 4.6 A new street or road shall not be named the same or similar to a street or road already in existence in the District.
- 4.7 Council's 'List of Approved but Unallocated Road Names'

The list of unallocated potential road names for the Waimakariri District is maintained by Customer Services. Names approved for addition to the List of Approved but Unallocated

## **POLICY**

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### ***Roads and Streets***

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#### **NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY**

Road Names will remain there until they are either allocated to a road or removed as the result of a review of the list.

From time to time a road name may no longer need to be used as two or more roads may be jointed into one road or a road may be permanently closed. In both of these cases, the road name(s) may be put back on the list for potential reallocation, usually for a new or renamed road in the same general area.

The list of Approved but Unallocated Road Names will be reviewed by the Community Boards every six years.

#### **4.8 Naming of streets in new subdivisions:**

The rights of the subdivision developer to promote preferred road names for the subdivision will be taken into consideration, but the decision regarding road names will be made by the Community Boards by applying the clauses of this policy.

#### **4.9 Approval Criteria and Weighting**

The following factors shall be taken into account when selecting street, road or private road names in the Waimakariri District:

- (a) The proposed name has local historical, cultural, environmental or geographical significance - e.g. Torlesse, Boys, Ashley, Cam.
- (b) Maori names of local significance chosen in conjunction with local iwi representatives to ensure appropriateness of meaning and correct spelling.
- (c) Significant and well known or previously well known names of farms, properties or run holdings – e.g. Coldstream, Carleton.
- (d) Names of local residents who have achieved prominence in their chosen fields such as arts, sport, commerce, science, politics, local government, military, etc (e.g. Kippenberger, Kirk), or who have been long term residents.

## POLICY

### Roads and Streets

#### NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY

##### 4.10 Road Type

The road type should be one that most accurately reflects the type of roadway that is being named. The list below should be used where appropriate, however, this list is not exclusive – refer to AS/NZS 4819:2011.

*Road Type	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Alley	Aly	Usually narrow roadway in a city or town.	√	√	
Arcade	Arc	Covered walkway with shops along the sides.			√
Avenue	Ave	Broad roadway, usually planted on each side with trees.	√		
Boulevard	Blvd	Wide roadway, well paved, usually ornamented with trees and grass plots.	√		
Circle	Cir	Roadway that generally forms a circle; or a short enclosed roadway bounded by a circle.		√	
Close	Cl	Short enclosed roadway.		√	
Court	Crt	Short enclosed roadway, usually surrounded by buildings.		√	
Crescent	Cres	Crescent shaped roadway, especially where both ends join the same thoroughfare.	√		
Drive	Dr	Wide main roadway without many cross-streets	√		
Esplanade	Esp	Level roadway along the seaside, lake, or a river.	√		
Glade	Gld	Roadway usually in a valley of trees.	√	√	
Green	Grn	Roadway often leading to a grassed public recreation area		√	
Grove	Grv	Roadway that features a group of trees standing together.		√	
Highway	Hwy	Main thoroughfare between major destinations.	√		
Lane	Lane	Narrow roadway between walls, buildings or a narrow country roadway.	√	√	√
Loop	Loop	Roadway that diverges from and rejoins the main thoroughfare.	√		
Mall	Mall	Wide walkway, usually with shops along the sides.			√
Mews	Mews	Roadway in a group of houses.		√	
Parade	Pde	Public roadway or promenade that has good pedestrian facilities along the side.	√		
Place	Pl	Short, sometimes narrow, enclosed roadway.		√	
Promenade	Prom	Wide, flat walkway, usually along the water's edge.			√
Quay	Qy	Roadway alongside or projecting into water.	√	√	
Rise	Rise	Roadway going to a higher place or position.	√	√	
Road	Rd	Open roadway primarily for vehicles.	√		
Square	Sq	Roadway which generally forms a square shape, or an area of roadway bounded by four sides.	√	√	
Steps	Stps	Walkway consisting mainly of steps.			√
Street	St	Public roadway in an urban area, especially where paved and with footpaths and buildings along one or both sides.	√		
Terrace	Tce	Roadway on a hilly area that is mainly flat.	√	√	



**POLICY**

**Roads and Streets**

**NAMING OF ROADS AND STREETS (INCLUDING PRIVATE ROADS) POLICY**

Road Type Cont...	Abbreviation	Description	Open ended	Cul-de-sac	Pedestrian only
Track	Trk	Walkway in natural setting.			√
Walk	Walk	Thoroughfare for pedestrians.			√
Way	Way	Short enclosed roadway.		√	√
Wharf	Whrf	A roadway on a wharf or pier.	√	√	√

*\*AS/NZS 4819:2011 Appendix B, Road Types – New Zealand*

**5 Links to other policies and community outcomes**

This policy should be read in conjunction with:

5.1 *Local Government Act 1974 s319(j).*

5.2 AS/NZS 4819:2011 Geographic information – Rural and urban addressing.

5.3 Community Outcome:

*There are wide ranging opportunities for people to contribute to the decision-making by public organisations that affects our District.*

- *Public organisations make information about their plans and activities readily available*
- *Public organisations make every effort to accommodate the views of people who contribute to consultations*

5.4 Waimakariri District Council, District Plan, Chapter 38, Road Names.

**6 Adopted by and date**

This Policy was approved by the Council's Resource Management and Regulation Committee and subsequently adopted by the Council on 2 April 2013.

**7 Review**

Review every six years or sooner on request.

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

**FILE NO and TRIM NO:** GOV-26-09-06 / 220622106770

**REPORT TO:** WOODEND-SEFTON COMMUNITY BOARD

**DATE OF MEETING:** 13 July 2022

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

**SUBJECT:** Woodend-Sefton Community Board's 2022/23 Discretionary Grant Fund and 2022/23 General Landscaping Fund

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

  
General Manager

  
ppChief Executive

**1. SUMMARY**

- 1.1 This report provides information regarding the Woodend-Sefton Community Board's (the Board) 2022/23 General Landscaping Budget and the 2022/23 Discretionary Grant Fund.
- 1.2 This report also requests the Board to consider for approval, the Discretionary Grant Criteria, as included in the Application Form, and the Accountability Form for the 2022/23 financial year. Note that no changes have been made to the Application and Accountability other than to reflect the change of dates.

**Attachments:**

- i. Draft Woodend-Sefton Community Board 2022/23 Discretionary Grant Application Criteria and Application Form (Trim No. 2106030898921).
- ii. Draft Woodend-Sefton Community Board 2022/23 Discretionary Grant Accountability Form (Trim No. 210603089895).
- iii. Spreadsheet of current and proposed projects for the 2022/23 General Landscaping Budget (To be tabled).

**2. RECOMMENDATION**

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 220622106770.
- (b) **Notes** that the Board's General Landscaping Budget allocated by the Council for 2022/23 is \$13,090, with a carry forward for 2021/22 still to be determined due to outstanding invoices, being processed.
- (c) **Notes** that the Board's Discretionary Grant Funding allocated by the Council for 2022/23 is \$4,300 and that an amount of \$2,325 was carried forward from the 2021/22 budget, thereby bringing the total of the 2022/23 Discretionary Grant fund to a total of \$6,625.
- (d) **Approves** the Board's 2022/23 Discretionary Grant Fund Application Criteria and Application Form (Trim No. 2106030898921).
- (e) **Approves** the Board's 2022/23 Discretionary Grant Accountability Form (Trim No. 210603089895).



- (f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2022/23 financial year (July 2022 to June 2023).

### 3. **BACKGROUND**

- 3.1 The Council allocates a General Landscaping Budget to each of the Community Boards to be expended on appropriate projects and initiatives in each Board's community area and the Council's Greenspace Team. This fund is not a contestable fund.
- 3.2 The Discretionary Grant Fund is a contestable fund enabling community groups and organisations, meeting the relevant criteria, to seek funding for various events, initiatives and projects.

### 4 **ISSUES AND OPTIONS**

- 4.1 The **General Landscaping Fund's** 2022/23 financial year allocation approved by the Council for the Woodend-Sefton Community Board is \$13,090. However, the amount to be carried forward from the 2021/22 financial year is still to be determined as outstanding invoices are still being paid, will be submitted to the Board for confirmation at the Board's August 2022 meeting.
- 4.2 An initial workshop will be scheduled for August 2022 for the Board and the Council's Community Greenspace Manager to identify a range of potential projects for funding during the 2022/23 financial year or the Board may choose to allow the incoming Board to determine projects for the new term. Some funding has already been 'ring-fenced' for future projects and this will be further considered. If the Board chooses to allocate all or part of the 2022/23 Landscaping Fund, a report seeking the Board's formal approval for funding will then be presented to the November 2022 Board meeting.
- 4.3 The **2022/23 Discretionary Grant Fund** approved by the Council for the Board is \$4,300. An unspent amount of \$2,325 was carried forward from the 2021/22 financial year, thereby bringing the Discretionary Grant Fund to a total of \$6,625 for this financial year.
- 4.4 Not all eligible groups may be aware of the fund, so it is anticipated that Community Board members will continue to be pro-active in this regard, through networking and community groups they interact with. It is recommended that the Board regularly review the remaining balance of the fund to ensure that it is on track to be spent.
- 4.5 Staff will periodically advertise the Discretionary Grant through the Community Notice Board page in the Northern Outlook and The Chatter. Application forms are available on the Council website, from Service Centres or by contacting the Governance Support Team.
- 4.6 There are no significant implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.7 The Management Team has reviewed this report and support the recommendations.

### 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. However, they may wish to apply for funding for events and projects.
- 5.2 **Groups and Organisations**  
Community groups and organisations are likely to be affected by, or to have an interest in the subject matter of this report, as the Board's Discretionary Grant fund could assist them to achieve community based programmes during the current financial year.

### 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 it should be noted that the funding allocated to community groups and for beautification will increase the general feeling of wellbeing within the Board's community.

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

### 6.1 **Financial Implications**

There are financial implications of the decisions sought by this report. The Council has approved an allocation of \$31,230 to the Board's General Landscaping Fund of the 2022/23 financial year. The amount to be carried forward from the 2021/22 financial year will be determined once the outstanding invoices had been processed.

The 2022/23 Annual Plan includes budgetary provision for the Woodend-Sefton Community Board to approve grants to community groups up to a total of \$4,300 in the 2022/23 financial year. An amount of \$2,325 was carried forward from the 2021/22 financial year, thereby bringing the 2022/23 Discretionary Grant Fund to a total of \$6,625 for current financial year.

The application criteria specify that grants are customarily limited to a maximum of \$500 in any one financial year (July to June), even though a group can apply up to twice in a year, providing it is for different projects. Where applicable, GST values are calculated and added to appropriately registered groups, if decided benefits exceed Board resolved values.

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

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

### 6.3 **Risk Management**

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

### 6.4 **Health and Safety**

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

## 7 **CONTEXT**

### 7.1 **Consistency with Policy**

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

### 7.2 **Authorising Legislation**

Not applicable.

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

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

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

### 7.4 **Authorising Delegations**

The Community Boards have delegated authority for both funds.

## GOVERNANCE

### Woodend-Sefton Community Board

# Discretionary Grant Application

## Information to assist groups with their application

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

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

The Board cannot accept applications from individuals. All funding is paid to non-profit community based organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on. This is one of the reasons the Board requires a copy of your financial profit/loss statements and balance sheet for the previous/current financial year. Staff cannot process your application without financial records.

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

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

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

Continued over page

## Criteria for application

- Grant applications will be considered every month by the Woodend-Sefton Community Board. Applications are recommended to be received three weeks prior to Board meeting dates for processing.
- Grant funding will not be allocated for events/projects that have already occurred.
- Generally funding grants will be a maximum of \$500 in any one financial year (July 2022 to June 2023) but the group can apply up to twice in that year, providing it is for different projects.
- The grant funding is limited to projects within the Board area or primarily benefiting the residents of the ward.
- Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.
- Priority is to be given to groups with strong links with the Woodend-Sefton community.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit a 1-2 page summary balance sheet and an income and expenditure statement which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received.
- Where possible, or feasible, applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Woodend-Sefton Community Board.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government funding.
- The Board supports a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- An Accountability Form must be provided to the Council outlining how the funds were applied, within three months after the event or completion of the project, when funds are spent. A new application will not be accepted until the Council receives the Accountability Forms for previous funding granted. The group should maintain accurate records around the grant including, but not limited to: receipts, banks statements and invoices. In the event that funds are not spent on the project or activity applied for, the recipient may be required to return the grant funding to the Council.
- If the activity/event for which funds have been granted does not take place **or** if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.

## What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) to:

### Post to:

Governance Team  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7440

### Or hand deliver to:

- Oxford Library & Service Centre, 34 Main Street, Oxford
- Rangiora Service Centre, 215 High Street, Rangiora
- Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi

**Email:** records@wmk.govt.nz

## What happens next?

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

**Groups applying for Board Discretionary Grants 2022/2023**

Name of Group: \_\_\_\_\_

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

Contact Person within Organisation: \_\_\_\_\_

Position within Organisation: \_\_\_\_\_

Contact phone number: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

Overall Cost of Project: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

What is the benefit(s) to your organisation?

30

What are the benefit(s) to the Woodend-Sefton community or wider district?

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered?)    Yes    No

If yes, name of parent group: \_\_\_\_\_

What is the relationship between your group and the parent group?

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied or intend to apply to for funding this project and amount applied for this project:

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

If yes, please supply details:

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

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

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

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

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

**Please note:** If submitting your application electronically, entering your name in the signature box below will be accepted as your signature:

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

**GOVERNANCE**

**Woodend-Sefton Community Board**

# Accountability Form for 2022/2023 Discretionary Grant Recipients

**For funding provided during the period July 2022 – June 2023**

**This form is to tell the Board what you spent the money on.**

The purpose of the accountability form is to provide transparency in relation to public funds granted to community groups to provide the Board with feedback on the event/project and its impact in the community.

Please complete when the project is completed and return within three months after the event or completion of the project. You must return this form in order to be eligible for future funding. The Board would also appreciate any photos, where practically possible, of the event/project. The information provided will be used in a report to the Board that will be publicly available.

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

Date: \_\_\_\_\_ Amount allocated: \$ \_\_\_\_\_

Purpose for grant: \_\_\_\_\_

Please give details of how money was spent:

_____	\$ _____
_____	\$ _____
_____	\$ _____

Describe the activities undertaken and benefits that have been achieved with these funds. Please include, where possible, photographs and the number of people who attended or were assisted:

*Use additional pages if necessary)*

*Continued over page*

Two authorised signatories to complete the details below. <sup>32</sup>

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

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

First contact name: \_\_\_\_\_

Second contact: \_\_\_\_\_

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

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

Position: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

**Return to:**

**Governance Team**

OR

com.board@wmk.govt.nz

Waimakariri District Council

Private Bag 1005 Rangiora 7440



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

**FILE NO and TRIM NO:** GOV-26-09-06 / 220620104640

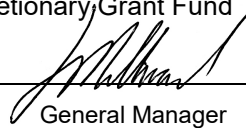
**REPORT TO:** WOODEND-SEFTON COMMUNITY BOARD

**DATE OF MEETING:** 11 July 2022

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

**SUBJECT:** Application to the Woodend-Sefton Community Board's 2022/23 Discretionary Grant Fund

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

  
General Manager

  
Chief Executive

**1 SUMMARY**

1.1 The purpose of this report is to consider the following two applications for funding:

<b>Name of Organisation</b>	<b>Purpose</b>	<b>Amount requested</b>
North Canterbury Federation of Women's Institute	Towards hosting annual craft day	\$200
Woodend School	Students attending camp at Glentui	\$500
<b>Total:</b>		<b>\$700</b>

**Attachments:**

- i. Application from the North Canterbury Federation of Women's Institute (Trim Ref: 220617103622).
- ii. Application from the Woodend School (Trim Ref: 220623107983).
- iii. Spreadsheet showing previous two years' grants.
- iv. Board funding criteria 2021/2022. (Trim Ref: 210603089821).

**2 RECOMMENDATION**

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 220620104640.
- (b) **Approves** a grant of \$..... to the North Canterbury Federation Women's Institute towards the cost of hall hire and the purchase of crafting supplies.

**OR**

- (c) **Declines** the application from the North Canterbury Federation Women's Institute.
- (d) **Approves** a grant of \$..... to the Woodend School towards students attending a camp at Glentui at the end of Term 3.

**OR**

- (e) **Declines** the application from the Woodend School.

### 3 **BACKGROUND**

- 3.1 The **North Canterbury Federation Women's Institute** (WI) will be hosting a craft day and require funding toward the hall hire and crafting supplies.
- 3.2 The **Woodend School** is requesting funding towards students attending a camp at Glentui at the end of Term 3.
- 3.2 The current balance of the 2022/23 Discretionary Grant fund is 6,625.

### 4 **ISSUES AND OPTIONS**

#### **North Canterbury Federation Women's Institute (WI)**

- 4.1 The North Canterbury Federation Women's Institute started in 1921 and has remained relevant for women in town and country communities ever since. Originally the aim was the improvement and development of community life in rural areas by bringing women together to discuss matters of mutual interest and concern. The organisation is non-political and non-sectarian and open to all women of the community.
- 4.2 Today the WI is more about offering friendship and fun and getting involved with local community. It also focuses on encouraging leadership and teaching and sharing homemaking skills, which in are being eroded in the modern, fast paced environment we live in today.
- 4.3 The WI intends to host a Craft Day in July 2022 at the Sefton Public Hall to enable their members to learn new skills and to pass on their knowledge to other women. The total cost of the day is expected to be approximately \$1,250. The requested funding will go towards the cost of hall hire (\$60) and for the purchase of craft resources (\$140). Any extra funding will be sourced from the WI's own funds.
- 4.4 The day is expected to host approximately 150 people who would all benefit from this venture, both in learning new skills and by spending time with like-minded people and the roll on affects for the community when the skills taught are shared with other groups in the community and family members including children. Members will also use the new skills learnt when competing in the National competition and local events. It must also be noted that many WI members are active in their communities and pass on skills and knowledge when volunteering and interacting with other community groups.
- 4.5 Most of the members are from the Waimakariri District with only approximately five percent coming from Christchurch, 10% from the Hurunui area while the majority are based in the Woodend-Sefton Ward. If this application is unsuccessful the Craft Day will proceed, however, it would be funded from funds set aside for commitments to the local community.
- 4.6 WI has applied for funding from the Mealing Estate Trust fund which is administrated by the New Zealand Federation of Women's Institute. This funding, if successful, will be used for specialist craft tutors. The WI has not applied for Board funding previously.

#### **Woodend School (the School)**

- 4.7 The School is a Decile 8 school, situated in Woodend township which is a growing community in the Waimakariri District. The School principally serves Woodend and surround areas of Woodend Beach, Pineacres, Tuahiwi and the growing development of Ravenswood and the learner population is predominantly New Zealand European with approximately 14% Maori/Pasifika students.

- 4.8 The School plays an important part of the community life and attempts to involve and keep the community informed of its activities.
- 4.9 The Year 7 and 8 students (88 students in all) will be attending a camp at Glentui which is scheduled for the end of Term 3. The costs of the camp is \$270 per student. Fundraising has been undertaken to offset the costs for families who wish to participate and if this application was successful it would enable the School to offer a subsidy to approximately 10 families. All the participants are from the Woodend-Sefton Ward.
- 4.10 The benefit for some identified families who may not be able to afford the cost of the camp would mean that all students will be able to participate, especially as there are families who have two or more children eligible to attend the camp. Inclusion in the event will benefit students with camp experiences, including risk taking and problem solving in collaboration with other students. These camp experiences will stay with students for life and are often something that families are unable to offer their children in their home environment. Students lives will be enriched, assists with leadership qualities and could set them up to be more productive adults later with an awareness of the enjoyment of outdoors activities.
- 4.11 Fundraising is actively undertaken with parent support throughout the year however Covid has impacted some of the bigger fundraising events such as the School Fair during the last few years. Currently students are participating in a Cadbury chocolate fundraiser to assist their individual costs towards the camp. The School has received the following funding previously.

Date	Project	Amount
May 2019	Lighting for end of year concert	\$500
July 2020	Lego for lego club	Declined

All Accountability forms have been received.

- 4.12 The Board may approve or decline grants as per the grant guidelines.
- 4.13 There are implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.14 The Management Team has reviewed this report.

#### **4 COMMUNITY VIEWS**

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

Te Ngāi Tūāhuriri hapū may be affected by or have an interest in the subject matter as there may be iwi members involved in the North Canterbury Federation of Women's Institute and students who attend Woodend School.

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

There are no other groups and organisations other than those applying for funding 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 be interested in, this report's subject matter. However, it should be noted that these event would positively impact the wellbeing of the community especially the elderly and students.

## **5 OTHER IMPLICATIONS AND RISK MANAGEMENT**

### **6.1 Financial Implications**

The 2022/23 Annual Plan includes budgetary provision for the Woodend-Sefton Community Board to approve grants to community groups up to a total of \$4,300 in the 2022/23 financial year. An amount of \$2,325 was carried forward from the 2021/22 financial year, thereby bringing the Discretionary Grant Fund to a total of \$6,625 for current financial year.

The application criteria specify that grants are customarily limited to a maximum of \$500 in any financial year (July to June), even though a group can apply for different projects twice a year. Where applicable, GST values are calculated and added to appropriately registered groups. The current available balance of the Woodend-Sefton Community Board's Discretionary Grant Fund 2021/22 is \$6,625.

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

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

### **6.3 Risk Management**

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

### **6.4 Health and Safety**

All health and safety related issues will fall under the auspices of the organisations and groups that applied for grant funding.

## **6 CONTEXT**

### **7.1 Consistency with Policy**

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

### **7.2 Authorising Legislation**

Not applicable.

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

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

### **7.4 Authorising Delegations**

Community Boards have delegated authority to approve Discretionary Grant Funding.

**Groups applying for Board Discretionary Grants 2021/2022**Name of Group: North Canterbury Federation of Women's InstituteAddress: C/o 40 Ashley Street, Rangiora.Contact Person within Organisation: Ann JelfsPosition within Organisation: PresidentContact phone number: (03) 3137592 Email: ann.jelfs28@gmail.com

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

Every year federation organises a craft day for the Institutes in our federation and invite members from neighbouring Federations of W.I. We give tuition in 5 different crafts, at least 2 will feature in our National W.I competitions. North Carter

What is the timeframe of the project/event date? Wednesday 27<sup>th</sup> July 2022 9.30-3.00pmOverall Cost of Project: \$1250.00 Amount Requested: \$200.00How many people will directly benefit from this project? 35 approx

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

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

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

Oxford-Ohoka 5%    Rangiora-Ashley 35%    Woodend-Sefton 40%    Kaiapoi-Tuahiwi 5%Other (please specify): Hurunui 10% Christchurch 5%If this application is declined, will this event/project still occur?  Yes     No

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

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

The women will learn new craft skills and gain confidence by learning from excellent tutors. During the year they will be able contact the tutors for advice.

What is the benefit(s) to your organisation?

The craft day is organised so that women in our area will learn new skills or improve on their existing skills. They will then extend that knowledge to other WI members and women in their communities. If appropriate assist with school projects.

What are the benefit(s) to the Woodend-Sefton community or wider district?

W.I members are often asked to judge at local shows and demonstrate at other women's group in our communities. We work closely with schools in our area when asked.

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered?)  Yes  No

If yes, name of parent group: \_\_\_\_\_

What is the relationship between your group and the parent group?

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied or intend to apply to for funding this project and amount applied for this project:

Mealing Estate Trust administered by N.Z. Federation of WT

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

If yes, please supply details:

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

- I am authorised to sign on behalf of the group/organisation making this application.
- I declare that all details contained in this application form are true and correct to the best of my knowledge.
- I accept that successful applicants will be required to report back to the Community Board by completing a simple Accountability Report.
- I accept that information provided in this application may be used in an official Council report available to the public.

**Please note:** If submitting your application electronically, entering your name in the signature box below will be accepted as your signature:

Signed: Ann J Jells Date: 17-06-22



## NORTH CANTERBURY FEDERATION OF WOMEN'S INSTITUTE

To Members of the Woodend-Sefton Community Board,

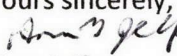
North Canterbury Federation of Women's Institute organise a yearly craft day for our members and we invite neighbouring Federations to participate. Our members appreciate the opportunity to learn new skills from excellent tutors. We try to keep our costs down so that as many women who want to can take part. It is even more important this year as our members are mostly pensioners and the cost of living is adding a strain on their limited incomes. When we have held our craft days we have found that more and more women enter into our competitions and are willing to share their knowledge in their communities.

The crafts that we will be doing this year are embroidery, patchwork, artificial flowers, wool craft and pencil sketching.

The cost per head is \$25.00 which includes lunch. We anticipate 30 women taking part. North Canterbury W.I. has 130 members.

We are seeking funding from N.Z. Federation of Women's Institute for the tutors fees. The \$200.00, which we are applying for will cover the cost of hall hire (\$60.00) and extra equipment that will be needed on the day such as cottons, scissors, paper, etc. (\$140.00)

We thank you for the opportunity to submit our application trust that you will look favourably upon our application.

Yours sincerely,  
  
Ann Jelfs,

President, North Canterbury Federation of Women's Institute

## NORTH CANTERBURY FEDERATION OF WOMEN'S INSTITUTE - STATEMENT OF INCOME &amp; EXPENDITURE YEAR ENDED 31 DECEMBER 2021

## INCOME

## Cheque account

Balance 1/01/2021 \$1,603.48

**Donations**

N C Fed	\$120.00
NZFWI	\$70.00
South Pacific Fund	\$50.00
Medical Research	\$195.00
Barb Wood Trust	\$106.00
ChCh Women's Hospital	\$190.00
Mealings Trust	\$20.00
Craft Day	\$760.00

Literature/Sales	\$353.00
Craft Day	\$774.00
Affiliation Fees	\$5,422.40
Fundraising/NC Sales	\$2,025.70
Diaries	\$212.00
AGM Reg.	\$750.00
Miscellaneous	\$35.00
Interest	\$0.94
Bowls	\$299.80

**\$12,987.32**

less expenditure -\$10,891.16

Bank balance at 31/12/2021 **\$2,096.16**

## Savings Account

Balance 1/01/2021 **\$4,936.52**

Transfer from cheque account \$60.00

Interest \$11.13

Balance 31/12/21 **\$5,007.65**

## EXPENDITURE

**Donations**

Barbara Wood Trust	\$106.00
South Pacific Fund	\$50.00
Medical Research	\$195.00
NZFWI	\$70.00
Sefton School	\$100.00
Mealings Trust	\$20.00
ChCh Women's Hospital	\$200.00
Sefton Bowling Club	\$60.00
NZFWI - Statue	\$200.00
Peg/Wnd WI - Bowls	\$300.00

Affiliation Fees	\$4,066.80
Diaries	\$187.00
Stationery/Postage	\$92.50
New trophies	\$327.24
AGM Reg/Expenses	\$1,252.00
Hall Hire	\$240.00
Bowls	\$54.32
Gifts	\$280.95
NC Fundraising	\$1,316.18
Craft Day	\$1,203.00
Literature/Badges	\$178.25
Miscellaneous	\$65.00
Transfer to savings	\$60.00
Stationery/Hankies	\$266.92

**\$10,891.16**



**Groups applying for Board Discretionary Grants 2021/2022**Name of Group: Woodend SchoolAddress: 39 Main North Road, Woodend 7610Contact Person within Organisation: Chris BucknellPosition within Organisation: Office Manager / P.A.Contact phone number: 03 3127808Email: office@woodend.school.nz**Describe what the project is and what the grant funding be used for?** *(Use additional pages if needed)*

We have our Year 7 & 8 students (total of 88) attending a camp at Glentui scheduled for the end of Term 3 this year. The costings for the camp are \$270 per student. We have organised for some fundraising to go towards offsetting some of the costs for families who wish to participate in this. If we are successful in our application we would be able to offer a subsidy to some families.

What is the timeframe of the project/event date? 21st September - 23rd September 2022Overall Cost of Project: 23,760.00Amount Requested: \$500How many people will directly benefit from this project? 10 studentsWho are the range of people benefiting from this project? *(You can tick more than one box)*

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

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

Oxford-Ohoka \_\_\_\_\_%    Rangiora-Ashley \_\_\_\_\_%    Woodend-Sefton 100%    Kaiapoi-Tuahiwi \_\_\_\_\_%

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

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

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

Identified families may not be able to afford the costs of this camp, resulting in some students not being able to attend. In this Year 7/8 area we have families with two or more students who would be involved in this event.

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

Inclusion in the event, experiences of camp and collaboration with other students. Risk taking, problem solving.

What is the benefit(s) to your organisation?

Students will not miss out on this experience. Camp outdoor experiences are something that stay with the student for life and are often something that do not always happen in families.

What are the benefit(s) to the Woodend-Sefton community or wider district?

If students are given these experiences in life it enriches and sets them up to hopefully be more productive adults later in life with an awareness of the outdoors.

Is your group applying under the umbrella of another organisation (that is Charity/Trust registered?)  Yes  No

If yes, name of parent group: \_\_\_\_\_

What is the relationship between your group and the parent group?

\_\_\_\_\_

What other fundraising has your group undertaken towards this project/event? List any other organisations you have applied or intend to apply to for funding this project and amount applied for this project:

Some of the students are participating in a Cadbury chocolate fundraiser. Any funds raised from this will offset their individual costs towards camp.

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

If yes, please supply details:

\_\_\_\_\_

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


- I am authorised to sign on behalf of the group/organisation making this application.
- I declare that all details contained in this application form are true and correct to the best of my knowledge.
- I accept that successful applicants will be required to report back to the Community Board by completing a simple Accountability Report.
- I accept that information provided in this application may be used in an official Council report available to the public.

**Please note:** If submitting your application electronically, entering your name in the signature box below will be accepted as your signature:

Signed: Chris Bucknell

Date: 30th May 2022

Te Kura Tuatahi o Pakiaka  
**Woodend School**



The Official authorisation of  
Woodend School

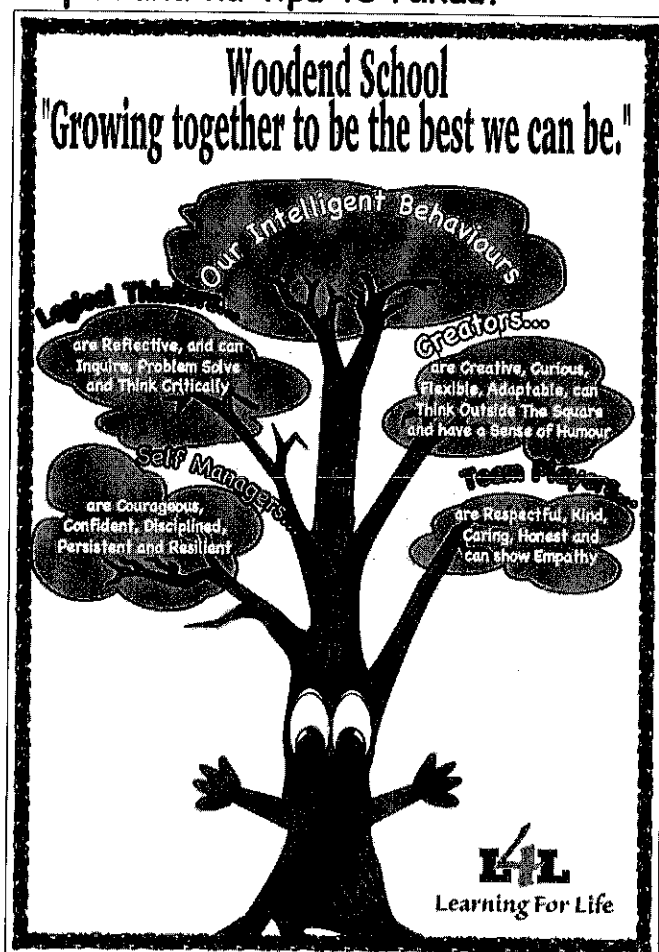
Signature: Adrienne Simpson

*Adrienne Simpson  
Principal  
Woodend School.*

# Woodend Sefton Community Grant Application for funding towards Glentui Camp

Kite māku

te pakiaka ka tipu te rākau.



## Contact Information:

Thank you for taking the time to consider this application, it is greatly appreciated.

Please direct any queries to:

Principal:  
Adrienne Simpson  
[a.simpson@woodend.school.nz](mailto:a.simpson@woodend.school.nz)

Chris Bucknell  
Grants Coordinator  
[c.bucknell@woodend.school.nz](mailto:c.bucknell@woodend.school.nz)

We are registered for GST  
Our Number is:

11-446-582

## Kura Tuatahi O Pakiaka/Woodend Full Primary School Statement:

*The school is situated in Woodend township, a growing community, in the Waimakariri District approximately 20 kms north of Christchurch. A Decile 8 school, it has an Enrolment Scheme and principally serves Woodend township and surrounding areas of Woodend Beach, Pine acres, Tuahiwi and the growing development in Ravenswood. The learner population is predominantly New Zealand European with approximately 14% Maori / Pasifika students.*

*The school has a close liaison with the Katote Kahui Ako Schools; Tuahiwi, Pegasus Bay, Kaiapoi North, Kaiapoi Borough, St Patrick's, Ouruhia, Clarkville and Kaiapoi High School and also all contributing Early Education Centers involved in the Kahui Ako. It accesses the Technology training facilities for Year 7 & 8 students at Kaiapoi Borough School. The school takes a strong lead in establishing and*

*maintaining a seamless transition for new entrants learners and learners leaving. All learners are welcomed and supported to be successful.*

*It plays an important part in the community life at Woodend and attempts to involve and keep the community informed about its activities as much as possible. We actively fundraise with parent support throughout the year with Sausage Sizzles, and other events that do make a significant contribution to school life. Unfortunately funding from the Ministry of Education does not meet the cost of all we require for our students. Last year we were unable to hold our Annual School Fair due to Covid disruptions. Applications to organisations such as yours are very important in meeting the shortfall we experience as we continue to do the very best for all our students and families.*

*The school is an active participant on the Woodend Community Association, the Woodend Community Centre Advisory Group and several Waimakariri District Council Safe Community groups.*

*The school has a supportive staff, community and Board of Trustees. All teaching staff have TELA laptops, there are clusters of MacBook laptops in some classrooms, several pods of MacBook laptops and ipads available for learners to use in support of learning. All computers are linked via a school wide communications and data network to a server in the Administration Block. A varied and comprehensive EOTC programme is offered. The school is adjacent to the Woodend Recreation Ground that provides an extensive environment for activities.*

*Staff development is given high priority with current focus areas Maori Learning Success, Schoolwide Wellbeing (PB4L), Learning with Digital Technologies, Literacy and Numeracy. Staff plan and work cooperatively and collaboratively in their Teams throughout the school.*

*The school is on a journey towards causing the best learning possible for every learner within the safest emotional and physical environment that continues to gain momentum. The school makes good use of Nationally Benchmarked Assessments along with other information in its identification, assessment and reporting of learner learning outcomes. Following consultation with learners, parents and staff a revised Charter and strategic plan driven by Core Beliefs, Key Competencies and Intelligent Behaviours was developed. This provides alignment and linkages to all school policies, procedures, learning and teaching.*

*The School has developed a strong internal review process that analyses data and information relating to learner and school performance and uses this to develop aligned strategic and action plans.*



Woodend School

89 students (Year 7/8)  
 18 adults  
 107

Day 1 Wednesday 21 September 2022

	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6
# people	15	15	15	15	15	15
Time	Activity	Activity	Activity	Activity	Activity	Activity
7:00						
8:00						
10:30	Arrive / induction					
11:00	CAN	SO	SO	SO	SO	BIV
12:30	CAN	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
14:00	LUNCH	CAN	AB	BUB	BIV	SO
15:30	BUB	CAN	BIV	AB	SO	SO
17:00	SO	SO	SO	SO	SO	SO
17:30	DINNER					

Day 2 Thursday 22 September 2022

	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6
# people	12	11	11	11	11	15
Time	Activity	Activity	Activity	Activity	Activity	Activity
7:00	BREAKFAST					
8:00	SO	SO	CAN	SO	SO	BUB
9:30	SO	BUB	CAN	BIV	AB	SO
11:00	AB	BIV	SO	CAN	BUB	SO
12:30	LUNCH	LUNCH	LUNCH	CAN	LUNCH	LUNCH
14:00	BIV	AB	BUB	LUNCH	CAN	SO
15:30	SO	SO	SO	SO	CAN	AB
17:00	SO	SO	SO	SO	SO	SO
17:30	DINNER					

Day 3 Friday 23 September 2022

	Group 1	Group 2	Group 3	Group 4	Group 5
# people	12	11	11	11	11
Time	Activity	Activity	Activity	Activity	Activity
7:00	BREAKFAST				
8:00	SO	SO	SO	SO	SO
9:30	SO	SO	SO	SO	SO
11:00	BG	BG	BG	BG	BG
1:00	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
2:00	Depart				

AB	Abseil	\$ 1,557.50
CAN	Canyoning	\$ 7,200.00
BUB	Bubble Soccer	\$ 890.00
BIV	Bivvy Building	\$ 825.00
SO	Schools own activity	\$ -

Activity Cost	\$ 11,952.50
Camp Cost	\$ 10,486.00
Total camp cost	\$ 22,438.50

# Woodend School

## Statement of Financial Position

As at 31 December 2021

	Notes	2021 Actual \$	2021 Budget (Unaudited) \$	2020 Actual \$
<b>Current Assets</b>				
Cash and Cash Equivalents	8	239,580	62,834	16,170
Accounts Receivable	9	132,244	120,000	143,034
GST Receivable		-	-	4,260
Inventories	10	2,199	2,000	2,077
Investments	11	234,057	200,000	213,068
		<u>608,080</u>	<u>384,834</u>	<u>378,610</u>
<b>Current Liabilities</b>				
GST Payable		6,245	-	-
Accounts Payable	13	162,481	143,000	143,339
Revenue Received in Advance	14	10,704	10,000	17,681
Finance Lease Liability	16	38,680	42,386	44,601
Funds held for Capital Works Projects	17	109,649	109,649	-
		<u>327,759</u>	<u>305,045</u>	<u>205,622</u>
<b>Working Capital Surplus/(Deficit)</b>		<b>280,321</b>	<b>79,789</b>	<b>172,988</b>
<b>Non-current Assets</b>				
Property, Plant and Equipment	12	206,911	206,597	218,307
		<u>206,911</u>	<u>206,597</u>	<u>218,307</u>
<b>Non-current Liabilities</b>				
Finance Lease Liability	16	43,706	20,000	18,835
		<u>43,706</u>	<u>20,000</u>	<u>18,835</u>
<b>Net Assets</b>		<u><u>443,526</u></u>	<u><u>266,386</u></u>	<u><u>372,460</u></u>
<b>Equity</b>	21	<u><u>443,526</u></u>	<u><u>266,386</u></u>	<u><u>372,462</u></u>

The above Statement of Financial Position should be read in conjunction with the accompanying notes which form part of these financial statements.

# Woodend School

## Statement of Comprehensive Revenue and Expense

For the year ended 31 December 2021

	Notes	2021 Actual \$	2021 Budget (Unaudited) \$	2020 Actual \$
<b>Revenue</b>				
Government Grants	2	2,845,643	2,708,159	2,791,251
Locally Raised Funds	3	123,493	124,800	90,194
Interest Income		2,161	2,000	3,771
		<u>2,971,297</u>	<u>2,834,959</u>	<u>2,885,215</u>
<b>Expenses</b>				
Locally Raised Funds	3	29,893	19,800	22,422
Learning Resources	4	1,971,443	1,946,123	1,790,961
Administration	5	184,660	177,010	180,824
Finance		1,210	750	-
Property	6	632,877	627,956	773,990
Depreciation	7	80,403	100,000	85,144
Impairment of Property, Plant and Equipment	12	-	-	1,034
Loss on Disposal of Property, Plant and Equipment		4,972	-	-
		<u>2,905,458</u>	<u>2,871,639</u>	<u>2,854,374</u>
<b>Net Surplus / (Deficit) for the year</b>		<b>65,839</b>	<b>(36,680)</b>	<b>30,841</b>
Other Comprehensive Revenue and Expense		-	-	-
<b>Total Comprehensive Revenue and Expense for the Year</b>		<u><b>65,839</b></u>	<u><b>(36,680)</b></u>	<u><b>30,841</b></u>

The above Statement of Comprehensive Revenue and Expense should be read in conjunction with the accompanying notes which form part of these financial statements.

Spreadsheet showing Woodend-Sefton Community Board Discretionary Grants  
2021/22 Financial Year

	Meeting considered	Group	Project	Amount Requested	Amount Granted	Running Balance
Woodend-Sefton Community Board 10.138.100.2410			(2021/22) \$4,180 + Carry forward \$2300 = \$6,480			\$6,480
	12-Jul	Nil				
	9-Aug	Returned as event cancelled Waimakariri Older Person's Expo Committee	Older Person's Expo	\$500	\$ 500.00	\$ 5,980.00
	13-Sep	Meeting Cancelled				
	11-Oct	Pegasus Bay School	Withdrawn Pegasus Bay Art Show	\$500	-	\$ 5,980.00
	11-Oct	Life Education Trust	Delivery of the Healthy Harold Programme	\$500	\$500	\$ 5,480.00
	8-Nov	Nil				
	13-Dec	Nil				
	15-Feb	Nil				
	11-Apr	Pegasus Residents Group	Battery for AED	\$635	\$635	4,845.00
	11-Apr	Woodend Netball Club	Kiwi netball hoop and nets	\$500	\$500	4,345.00
	11-Apr	Ronel's Community Cuppa	Community Event costs	\$500	\$500	3,845.00
	9-May	Nil				
	6-Jun	St Barnabas Church	Soil and seed	\$ 500.00	\$690	3,135
	6-Jun	Good Night Sleep Tight	Towards winter night kits	\$ 500.00	\$810	\$2,325

Spreadsheet showing Woodend-Sefton Community Board Discretionary Grants  
2022/23 Financial Year

	Meeting considered	Group	Project	Amount Requested	Amount Granted	Running Balance
			(2022/23) \$4,300 + Carry forward \$2,325 = \$6,625			\$6,625
	1-Jul	North Canterbury Federation of Womens	Hire of hall and craft supplies	\$200.00		
	11-Jul	Woodend School	Glentui Camp	\$500		



## GOVERNANCE

### Woodend-Sefton Community Board

# Discretionary Grant Application

## Information to assist groups with their application

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

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

The Board cannot accept applications from individuals. All funding is paid to non-profit community based organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on. This is one of the reasons the Board requires a copy of your financial profit/loss statements and balance sheet for the previous/current financial year. Staff cannot process your application without financial records.

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

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

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

Continued over page

## Criteria for application

- Grant applications will be considered every month by the Woodend-Sefton Community Board. Applications are recommended to be received three weeks prior to Board meeting dates for processing.
- Grant funding will not be allocated for events/projects that have already occurred.
- Generally funding grants will be a maximum of \$500 in any one financial year (July 2022 to June 2023) but the group can apply up to twice in that year, providing it is for different projects.
- The grant funding is limited to projects within the Board area or primarily benefiting the residents of the ward.
- Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.
- Priority is to be given to groups with strong links with the Woodend-Sefton community.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit a 1-2 page summary balance sheet and an income and expenditure statement which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received.
- Where possible, or feasible, applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Woodend-Sefton Community Board.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government funding.
- The Board supports a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- An Accountability Form must be provided to the Council outlining how the funds were applied, within three months after the event or completion of the project, when funds are spent. A new application will not be accepted until the Council receives the Accountability Forms for previous funding granted. The group should maintain accurate records around the grant including, but not limited to: receipts, banks statements and invoices. In the event that funds are not spent on the project or activity applied for, the recipient may be required to return the grant funding to the Council.
- If the activity/event for which funds have been granted does not take place **or** if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.

## What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) to:

### Post to:

Governance Team  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7440

### Or hand deliver to:

- Oxford Library & Service Centre, 34 Main Street, Oxford
- Rangiora Service Centre, 215 High Street, Rangiora
- Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi

**Email:** records@wmk.govt.nz

## What happens next?

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

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

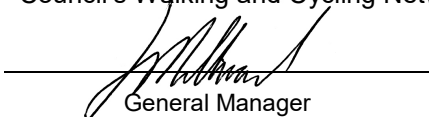

**FILE NO and TRIM NO:** GOV-26-09-06 / 220629110004

**REPORT TO:** WOODEND-SEFTON COMMUNITY BOARD

**DATE OF MEETING:** 11 July 2022

**FROM:** Kay Rabe, Governance Adviser

**SUBJECT:** Ratification of the Woodend-Sefton Community Board's submission to the Council's Walking and Cycling Network Plan

**SIGNED BY:**  General Manager  pp Chief Executive

**1 SUMMARY**

The purpose of this report is to retrospectively ratify the Woodend-Sefton Community Board's (the Board) submission to the Council's Walking and Cycling Network Plan.

Attachments:

- i. The Woodend-Sefton Community Board Submission to the Council's Walking and Cycling Network Plan (Trim Ref: 220630110753).

**2 RECOMMENDATION**

**THAT** the Woodend-Sefton Community Board:

- (a) **Receives** report No. 220629110004.
- (b) **Retrospectively ratifies** its submission to the Council's Walking and Cycling Network Plan (Trim Ref: 220630110753).

**3 BACKGROUND**

- 3.1 The submission period for the Council's Walking and Cycling Network Plan closed on 30 June 2022. The Board decided to submit on the Walking and Cycling Network Plan at its meeting on Monday 13 June 2022, thereafter the Chairperson drafted a submission and circulated it to Board members for their further input. The finalised submission was approved by the Chairperson and lodged on 30 June 2022.

**4 ISSUES AND OPTIONS**

- 4.1 The Board's goal is to provide feedback on the Council's Walking and Cycling Network Plan and covered the following items:
  - Cycleway/walkway between Woodend/Ravenswod/Pegasus and Kaiapoi to assist students travel options.
  - Prioritisation of a cycleway from Kippenberger Avenue to Mainpower Stadium.
  - Prioritisation of a cycleway/walkway between Pegasus and Ravenswod at the SH1 roundabout as a safety issue.
  - Better way finding signage.
- 4.2 The Board is now asked to retrospectively ratify the attached submissions.

- 4.3 There are social and cultural implications on community wellbeing by the issues and options that are the subject matter of this report by way of the Board's submission.
- 4.4 The Management Team have reviewed 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, likely to be affected by, or have an interest in the subject matter of this report.

### **5.3 Wider Community**

The wider community is likely to be affected by, or have an interest in the subject matter of this report as it deals with connectivity of communities and addresses alternative options to transport.

## **6 IMPLICATIONS AND RISKS**

### **6.1 Financial Implications**

Should the Council decide to implement some of the Board submission points, then there may be budget implications on the Council. The Board do not receive funding from sources other than the Council.

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

The recommendations in this report do have sustainability or climate change impacts given this matter deals with the opportunity for the community to choose other modes of transport.

### **6.3 Risk Management**

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

### **6.4 Health and Safety**

None.

## **7 CONTEXT**

### **7.1 Consistency with Policy**

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

### **7.2 Authorising Legislation**

The Local Government Act (2002), states that the role of a Community Board is to represent and advocate for the interests of its community.

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

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

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

#### 7.4 **Authorising Delegations**

The Board is required to advocate on behalf of the Community to the Council on key issues and priorities for the community area, especially through the Annual and Long Term planning and budgeting process.

Trim Ref: 220630110753

30 June 2022

The Chief Executive  
The Waimakariri District Council

Dear Sir

### **SUBMISSION ON THE WAIMAKARIRI DISTRICT COUNCIL'S WALKING AND CYCLING NETWORK PLAN – JUNE 2022**

The Woodend-Sefton Community Board (the Board) thank you for the opportunity to comment on the Walking and Cycling Network Plan (the Plan).

#### **Woodend – Kaiapoi**

The Board would like priority 1 to be given to the cycle/walkway between Woodend / Ravenswood / Pegasus and Kaiapoi High School. This means not only the stretch of SH1 but also the connection through Kaiapoi to join to the Passchendaele Memorial Path, Kaiapoi High School and onto the Christchurch Northern Corridor Cycleway.

This cycleway would be welcomed and used by a diverse range of users, including:

- High school pupils living in Pegasus, Ravenswood and Woodend cycling to the high school they are zoned for. This would give them choice, rather than catching the bus or travelling by private vehicle.
- Those that want to do a circuit of the three largest urban areas, Rangiora, Kaiapoi and Woodend/Pegasus. This leg of the triangle would finish the loop joining the Passchendaele Memorial Path and the Rangiora Woodend Path for cyclists and walkers.
- Commuters utilising the Christchurch Northern Corridor Cycleway between Woodend, Pegasus, Ravenswood and Christchurch.
- Recreational riders and commuters that presently drive to the Park and Ride at Kaiapoi South and then cycle to and from Christchurch would be able to cycle the whole way, saving on car trips.
- Cyclists from Christchurch would be able to explore more of the Waimakariri District and access the existing eastern cycle trails.

The Board notes that this project fits extremely well with the Sustainability Policy and the Infrastructure Strategy.

#### **Kippenberger Avenue – Mainpower Stadium**

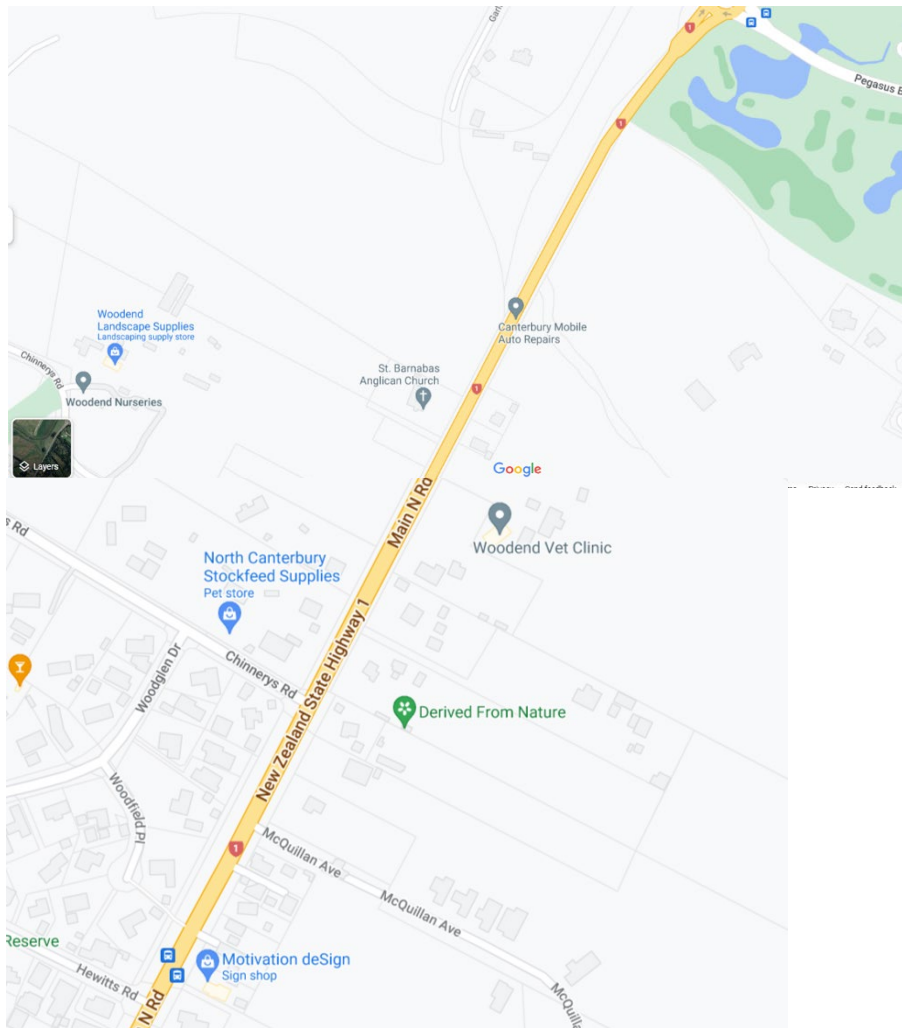
The Board also request that the walking and cycling path between Kippenberger Avenue in Rangiora and the Mainpower Stadium be prioritised. This would allow safe travel to and from the Mainpower Stadium for those living in the north-east of Rangiora and also those living in the Woodend and Pegasus area so they can utilise the Rangiora Woodend Path. This would be extremely popular and would give stadium users, and particularly the youth, the option and the freedom to cycle/walk safely to and from sports, saving on car trips.

## Woodend to Ravenswood/Pegasus Roundabout

Since 2018 the Board have submitted every year to the Council Long Term and Annual Plans requesting a cycle/walkway between Woodend and Pegasus/Ravenswood roundabout on SH1. This is a real safety issue and is a priority.

The Board request that the proposed priority level of 3 should be changed to a priority level 1. This is an extremely busy section of SH1 and is unsafe for the people that want to traverse this section of road. This is not just adults confident in their abilities along this stretch of road, it includes caregivers pushing strollers and children cycling and walking. It is important to note that there is no bus that is a suitable alternative for those who wish to travel between Chinnerys Road and the Pegasus/Ravenswood roundabout. The only safe way to travel at present is by private vehicle. No bus stops are within this length of road and there is no footpath north of Chinnerys Road. This means that those wishing to get to the St Barnabas Anglican Church for church services or for activities like youth group or baby groups from either direction have no choice but to walk or cycle along SH1 or drive, if they have a vehicle available.

See the map below.



Overall, the Board would like to see the current paths in the District connected before new ones are considered. All of the above cycle/walkways fit this criteria.

Residents have been asking for these connections so we know they would be in demand and would provide cycling and walking opportunities for a wide range of users including commuters, recreational users, families and the youth.

**Other**

Way Finding signage needs to be included as part of this project for all existing and planned paths. The Board request that Council staff work with the Te Kōhaka o Tūhaitara Trust to ensure paths in their area are included in this.

An app would be of great use to many as maps, either online or printed, are good to plan routes for length and level of confidence but it is difficult for the finer details to be included. However, an app would be right there for people as they are using the paths. Board members have heard from people that it can be quite difficult to find the start of existing paths e.g. the Tūtaepatu Trail at Waikuku Beach, the Passchendaele Memorial Path in Kaiapoi. Also, some people have told of the feeling of “what now?” when they reach the end of a path with no indication of how they are meant to get any further e.g. when the Passchendaele Memorial Path ends in Rangiora, the Rangiora Woodend Path ending at Kippenberger Avenue, and how to get between the Tūtaepatu Trail at Waikuku Beach and the Rakahuri Trail.

Thank you for the opportunity to comment.

Regards



Shona Powell  
Chairperson  
Woodend-Sefton Community Board

Contact: Kay Rabe, Governance Adviser [com.board@wmk.govt.nz](mailto:com.board@wmk.govt.nz)  
C/- Waimakariri District Council, Private Bag 1005, Rangiora 7440



Our Ref: LTC-03-18-02/220114003526

29 June 2022

Shona Powell  
Chairperson  
Woodend-Sefton Community Board  
215 High Street  
Rangiora 7440  
via email: [com.board@wmk.govt.nz](mailto:com.board@wmk.govt.nz)

Dear Shona

### Waimakariri District Council Adopts Annual Plan

The Waimakariri District Council has adopted its Annual Plan at a special meeting on Tuesday 28 June 2022. The plan lays out a prudent and responsible budget which will allow council to continue to deliver a high level of service, while also keeping rates increases to a minimum.

Council has committed to a rates increase of 4.5 percent which is just 0.3 percent higher than was predicted in the Long Term Plan (LTP) last year.

Some of the key projects in the Annual Plan include:

- Upgrades to the drinking water plants
- A mixed use Community Hub in Kaiapoi
- Upgrades to Rangiora Airfield
- A commitment to protecting Significant Natural Areas
- Kaiapoi storm water and flooding improvements
- Upgrades to roading infrastructure to provide safer roads.

Mayor Dan Gordon says current indications are that the Waimakariri District is performing well, despite the impacts of Covid-19 and global economic uncertainty.

“We set really clear objectives in the LTP. We wanted to ensure that we were going to be able to deliver on everything that we planned and it not be a case of over promising and under delivering. I’m very confident that can provide the very high level of service that our rate payers expect, while ensuring that we are not overspending at this crucial time.”

Last year in its Long Term Plan (LTP) Council included climate change for the first time. The Annual Plan, which tracks Council’s progress as it moves into the first year of the LTP, is underpinned by a conscious effort to enhance wellbeing, the environment and sustainability for our ever growing and changing District.

Mayor Gordon says a lot of the feedback through the submission process was that council was on the right track.

“People told us they are happy with our advocacy around Three Waters and our commitment to balancing growth and optimism with economic uncertainty.

“We have brought climate change into the LTP for the first time last year and since then we have developed a portfolio to focus specifically on this. We know we have a lot of work to do and it will be a collaborative effort with other councils as these issues don’t stop at the boundary of the Waimakariri District. However, making climate change a focus is part of our commitment to our District today and into the future.”

If you raised specific points of submission, you will receive a letter addressing those points shortly.

Kind regards



Helene Street  
Corporate Planner

## CHAIRPERSON'S REPORT- June 2022

CHAIR'S DAIRY		DISCUSSION POINTS
Date	Events attended	Community Feedback/Issues Raised
8 June	Public drop-in session on Walking and Cycling Network Plan	At Woodend Community Centre. Good turnout of around 20. Lots of good questions and comments.
9 June	Waimakariri Access Group	Chaired regular monthly meeting, first in person meeting for this year. Decided to provide feedback on the Walking and Cycling Network Plan.
13 June	WSCB meeting	Regular monthly meeting, good to be meeting in person again.
14 June	Briefing by NZTA Waka Kotahi on Woodend Safety improvements	Board members invited to Council briefing which gave us the opportunity to hear from NZTA about progress on the safety improvements and hear that the budget is now in place. A good opportunity to ask questions.
22 June	All Boards Briefing	An update on the Walking and Cycling Strategy and 3 Waters reforms and where these are at and also an update on water quality from ECan.
23 June	Public drop-in session on Walking and Cycling Network Plan	At Pegasus Community Centre. Smaller turnout than Woodend but those that came were very engaged with the process and a lot of good feedback. Start of long weekend may have been a factor in the turnout.
30 June	Farewell for Council staff member Madeleine Burdon	An excellent farewell for a staff member that has been an important part of the Community team. Good opportunity to catch up with people, even managed to solve one resident's issue while there.
4 July	Volunteering at Pegasus Community Centre	Very busy morning. People dropped in from Woodend, Waikuku Beach and Pegasus. New cycle path maps from Visit Waimakariri were very popular. A good opportunity to talk to people as they waited for the JP. Lots of questions about the safety on SH1 at the roundabout and through Woodend and where the Woodend Bypass would go.
	Pegasus Woodend MenzShed Open Day	Stopped by to check in with the MenzShed and see how the workshop is looking. They reported some good interest from men interested in joining and a good response from the community. The Waimakariri Bike project was there promoting what they are doing and showing people how to do basic bike repairs

## CHAIR'S STATEMENT

- Wrote WSCB column for the July issue of The Woodpecker
- Drafted Board submission on the Walking and Cycling Network Plan
- Great to see a couple of modern style bus shelters installed – one in Woodend and one at the route start point in Pegasus.

Main issues raised by residents were:

- Lack of action on Woodend safety improvements
- Ongoing concerns around safety for pedestrians and cyclists at SH1/Pegasus/Ravenswood roundabout
- Ongoing questions around the Woodend Bypass, where it will go and where it is at

Shona Powell

**Woodend-Sefton Community Board**