

Kaiapoi-Tuahiwī Community Board

Agenda

Monday 19 September 2022

5.00pm

Kaikanui Room
Ruataniwha Kaiapoi Civic Centre
176 Williams Street, Kaiapoi

Members:

Jackie Watson (Chair)
John Mayer (Deputy Chair)
Neville Atkinson
Al Blackie
Brent Cairns

AGENDA FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO BE HELD IN METING ROOM 1 (UPSTAIRS), RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 19 SEPTEMBER 2022 AT 5PM.

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

	<u>BUSINESS</u>	<i>PAGES</i>
1	<u>APOLOGIES</u>	
2	<u>CONFLICTS OF INTEREST</u>	
3	<u>CONFIRMATION OF MINUTES</u>	
3.1	<u>Minutes of the Kaiapoi-Tuahiwi Community Board – 15 August 2022</u>	8-23
	<i>RECOMMENDATION</i>	
	THAT the Kaiapoi-Tuahiwi Community Board:	
	(a) Confirms the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 15 August 2022, as a true and accurate record.	
3.2	<u>Matters Arising</u>	
	<u>PUBLIC EXCLUDED MINUTES</u> <i>(Refer to public excluded agenda)</i>	
3.3	<u>Minutes of the public excluded portion of the Kaiapoi-Tuahiwi Community Board meeting held on 15 August 2022</u>	
4	<u>DEPUTATIONS AND PRESENTATIONS</u>	
4.1	<u>Neville Atkinson – Restoration of Boat by the Alwing Trust on Regeneration Land</u>	
4.2	<u>Ben Croll and Ryan Molata – Disc Golf in Kaiapoi Domain</u>	
5	<u>ADJOURNED BUSINESS</u>	
	Nil.	

6 REPORTS

6.1 Approval to Consult on Disc Golf Proposal for Kaiapoi Domain – Grant Stephens (Greenspace Design and Planning Team Leader)

24-30

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. TRIM 220908155973.
- (b) **Approves** public consultation be carried out to seek feedback on the proposal to put a disc golf course in Kaiapoi Domain.
- (c) **Notes** following consultation staff will bring a summary of the feedback and recommendations for the Board's consideration and potential approval.
- (d) **Notes** the supporters of this proposal are seeking external funding from fundraising and sponsorships to cover the capital costs of the installation of the tees, cages and associated signage. They are keen to provide this asset at no cost to Council working with local businesses and funders.
- (e) **Notes** the recommendations within this report support Greenspace to achieve community outcomes within the following areas of wellbeing; Social Wellbeing, Economic Wellbeing, Environmental Wellbeing and Cultural Wellbeing

6.2 Memorial Seat: Chris Greengrass – Grant MacLeod (Greenspace Manager) and Grant Stephens (Design and Planning Team Leader)

31-37

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report Trim No. 220907155458.
- (b) **Approves** the installation of a seat to be located on the bank of the Kaiapoi River on the northern stop bank to the east of the Coast Guard (refer image 1, Section 4.1 in this report).
- (c) **Approves** up to \$6,000 being funded from the Kaiapoi-Tuahiwi General Landscape Budget to purchase and install both the memorial seat and plaque.
- (d) **Approves** Jackie Watson to work with the family of Chris Greengrass to formulate the inscription of the plaque.
- (e) **Approves** the design of the seat provided by Walkspace, which is a wooden slate bench with arm rests (refer to image in 4.2 of this report).
- (f) **Notes** that the ongoing maintenance and operational cost of the seat will revert to the Council along with renewal at time of replacement for the assets.

- (g) **Notes** staff will engage with Environment Canterbury for approval to situate the seat on the stop bank.

6.3 **Raymond Herber Sculpture Location – Tori Stableford (Landscape Architect)**

38-45

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. TRIM 220908156055.
- (b) **Notes** that the proposed location of the sculpture at Silverstream Esplanade Reserve has been agreed between the Waimakariri Public Arts Trust and Greenspace staff.
- (c) **Approves** the location within Silverstream Esplanade Reserve upon a low mound North East of the central path (as shown on page 5) for the installation of the Raymond Herber sculpture.
- (d) **Notes** that Greenspace staff will undertake the installation of the sculpture, and Waimakariri Public Arts Trust will own and maintain the sculpture.
- (e) **Notes** that the Kaiapoi – Tuahiwi Community Board has previously allocated \$10,000 from the General Landscaping Budget towards the installation of the sculpture.

6.4 **Road Naming – Lime Developments Limited – Scott Morrow (Rates Officer – Property Specialist)**

46-61

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 220908156122
- (b) **Rescinds** the decision made by the Kaiapoi Road and Reserve Naming Committee on 27 July 2015 to approve the following road names (Riseley, Endacott and Fox) for a residential development of Silverstream subdivision, as the names are no longer required.
- (c) **Approves** the road names, noted in Recommendation B, to be added to the list of Pre-approved Road Names in Kaiapoi.
- (d) **Notes:** The Pre-approved Road Naming list of Kaiapoi will be updated to include these names accordingly.

6.5 **Summary of Discretionary Grant Accountability 1 July 2021 to 30 June 2022 – Kay Rabe (Governance Advisor)**

62-67

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 220706114610.

- (b) **Notes** that of the \$7,570, which was allocated to the Board for the 2021/22 financial year, \$4,943 was distributed for events and projects within the community.
- (c) **Notes** \$2,627 which was carried forward to the 2022/23 financial will be added to the 2022/23 allocation of \$5,270, bringing the current financial year's a total to \$7,897.
- (d) **Circulates** a copy of this report to all other Community Boards for information.

7 CORRESPONDENCE

Nil.

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for August 2022

The Chairperson will provide a verbal update.

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the verbal report from the Kaiapoi-Tuahiwi Community Board Chairperson.

9 MATTERS REFERRED FOR INFORMATION

- 9.1 **Oxford-Ohoka Community Board Meeting Minutes 3 August 2022.**
- 9.2 **Woodend-Sefton Community Board Meeting Minutes 8 August 2022.**
- 9.3 **Rangiora-Ashley Community Board Meeting Minutes 10 July 2022.**
- 9.4 **Huria Reserve Heritage and Mahinga Kai Area – Lease Agreement for Establishment of co-governance arrangements – Report to Council Meeting 2 August 2022 – circulates to Kaiapoi-Tuahiwi Community Board.**
- 9.5 **Consultation; Conservation Reform Discussion Document & Exposure Drafts of Amendments to NPS Freshwater 2020 and NES Freshwater 2020 – Report to Council Meeting 2 August 2022 – circulates to all Boards.**
- 9.6 **Health Safety and Wellbeing Report July 2022 – Report to Council meeting 2 August 2022 – Circulates to all Boards.**
- 9.7 **Annual Report on Dog Control 2021/22 – report to District Planning and Regulation Committee meeting 23 August 2022 – circulates to all Boards.**
- 9.8 **Library Update to 4 August 2022 – Report to Community and Recreation Committee Meeting 16 August 2022 – Circulates to all boards.**
- 9.9 **Waka Kotahi Procedural Audit Report May 2022 – Report to Utilities and Roading Committee Meeting 23 August 2022 – circulates to all boards.**
- 9.10 **2021-2022 Flood Events – Service Requests and Further Investigations Update – Report to Utilities and Roading Committee Meeting 23 August 2022 – circulates to all boards.**

Public Excluded

9.11 **CWMS Zone Committee 2022 Membership Refresh Appointments – Report to Council Public Excluded Meeting 2 August 2022 – Circulates to all boards.**

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board

- a) **Receives** the information in Items 9.1 to 9.11.

Note:

1. *The links for Matters for Information were circulated separately 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.

11 CONSULTATION PROJECTS

Nil.

12 REGENERATION PROJECTS

12.1 Town Centre, Kaiapoi

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

<http://www.waimakariri.govt.nz/your-council/district-development/kaiapoitown-centre>.

13 BOARD FUNDING UPDATE

Board Discretionary Grant

Balance as at 31 August 2022: \$6,059.

General Landscaping Budget

Carryover from 2021/22: \$23,300 Allocation
for 2022/23: \$26,190

Balance as at 31 August 2022: \$49,490.

14 MEDIA ITEMS

15 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987.

RECOMMENDATION

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

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

Item N°	Minutes/Report of:	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
15.1	Minutes of the Public Excluded portion of the Kaiapoi-Tuahiwi Community Board meeting 15 August 2022	Confirmation of Minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)

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

Item N°	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
15.1	To carry out commercial activities without prejudice	A2(b)ii

16 QUESTIONS UNDER STANDING ORDERS

17 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

This is the final meeting of the Kaiapoi-Tuahiwi Community Board for the 2019-2022 electoral term.

The new Kaiapoi-Tuahiwi Community Board will be sworn into office late October 2022, with standard meetings resuming from mid-November 2022. Further Information will be advertised and listed on the Council's website.

Workshop

- Workshop and Briefing Policy – S Nichols (Governance Manager) (See report attached) 68-80*
- Members Forum*

MINUTES FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 15 AUGUST 2022 AT 5PM.
PRESENT

J Watson (Chairperson), J Meyer (Deputy Chairperson), N Atkinson, A Blackie and B Cairns.

IN ATTENDANCE

Councillors P Redmond and S Stewart (Kaiapoi-Woodend Ward Councillors).

C Brown (General Manager Community and Recreation), J McBride (Roading and Transport Manager), S Hart (Strategy and Business Manager), D Young (Senior Engineering Advisor), Glenn Kempton (Project Engineer), V Thompson (Senior Advisor – Business and Centers), G Stephens (Design and Planning Team Leader), A Mace-Cochrane (Graduate Engineer), K Rabe (Governance Advisor) and C Fowler-Jenkins (Governance Support Officer).

1 APOLOGIES

Moved: J Watson

Seconded: J Meyer

An apology for early departure from A Blackie, who left at 6.23pm, was received and sustained.

CARRIED

2 CONFLICTS OF INTEREST

Item 6.5 – B Cairns declared a conflict of interest as he was working with the Clarkville Playcentre.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board Meeting held on 18 July 2022

Moved: J Watson

Seconded: J Meyer

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 18 July 2022, as a true and accurate record, subject to the inclusion of B Cairn's 'Members Information Exchange' report.

CARRIED

3.2 **Minutes of the Extraordinary Kaiapoi-Tuahiwi Community Board Meeting held on 4 August 2022**

Moved: J Watson

Seconded: B Cairns

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Extraordinary Kaiapoi-Tuahiwi Community Board meeting, held 4 August 2022, as a true and accurate record.

CARRIED

3.3 **Matters Arising**

There were no matters arising.

PUBLIC EXCLUDED MINUTES

(These Minutes were considered in the public excluded portion of the meeting)

3.4 **Minutes of the public excluded portion of the Kaiapoi-Tuahiwi Community Board meeting held on 18 July 2022**

4 **DEPUTATIONS AND PRESENTATIONS**

Nil.

5 **ADJOURNED BUSINESS**

Nil.

6 **REPORTS**

6.1 **Adoption of the Waimakariri District Walking and Cycling Network Plan and Infrastructure Prioritisation Programme – D Young (Senior Engineering Advisor) and A Mace-Cochrane (Graduate Engineer)**

D Young took the report as read and provided the Board with an overview of the recommendations. He noted that Council staff wanted to show both the Community Board's and the wider community that the public feedback had been taken into account and the additions were reflected in recommendations. He noted that the Council had set up a Walking and Cycling Reference Group to assist with this project, which was now essentially completed. However Council staff believed that there was merit in reinstating this Group, with a change in their Terms of Reference to assist in a number of other activities that were currently underway in relation to cycle ways. In conclusion, D Young gave a brief overview of possible funding sources available, which were being investigated so as to achieve outcomes in the future.

N Atkinson noted that the definition of grade two paths was confusing, in implying that grade two was suitable for beginners riding on the road adjacent to traffic. However in urban areas grade two paths would be separated cycle paths, neighbourhood greenways on road cycle lane with traffic buffers. D Young agreed that grade two was very difficult to describe as there were four or five completely legitimate ways of achieving the same outcome. He

noted Peraki Street was an example where a grade two path solution had been achieved, which used a number of different solutions which all met the grade two criteria.

N Atkinson enquired how the definition could be refined to enable the public to understand what treatment would be applied to grade two paths. He was concerned that the public would be left with the impression that the grade two options were not suitable for areas that the Council had been chosen. D Young noted that each area was unique and although the grading was a big picture grading each road/route would be assessed individually and the best option consulted on at the time when the work was being considered.

J Watson commented that some of the roads were already wide enough for both waling and cycling, for example Threlkelds Road, which had a wide grass verge, and no footpath. She asked if grade two was a broad category for roads such as Threlkelds Road. D Young stated he could not comment on any changes until they had looked at the individual roads, which would be the next level of the project.

J Watson further noted that people could walk anywhere and asked why the Council had selected these particular streets to include in the Cycling and Walking Network, especially in an urban environment. D Young explained that this was so that the Council staff would be aware during the next five to ten years that when works on these roads were carried out that provision needed to be made for cycle lanes in the designs. He noted that allowing for cyclists and encouraging cyclists were two different issues and to encourage cyclists a different design would be needed rather than just allowing cyclists. Council staff believed that by clearly identifying these links/routes in the plan would enhance cycling experiences for riders.

B Cairns questioned if any data was available in relation to the percentage of electric cycles verses conventional cycles using the current cycleways. He was concerned that e-bikes were able to move a lot faster than conventional bikes or pedestrian and wondered if design elements were being considered to take into account this discrepancy. D Young noted that the Council had not done any analysis or assessment of what type of bikes were using the paths, however it was recognised that e-bikes would be a larger percentage in the future. There were changes to design standards for cycleways occurring in terms of widths and detailing. Many of these matters were being updated on a national scale as people recognised that changes were happening in the cycling space.

Moved: J Watson

Seconded: A Blackie

THAT the meeting be adjourned at 5:32pm to enable an informal discussion on this matter.

CARRIED

Moved: J Meyer

Seconded: J Watson

That the meeting reconvene at 5.36pm.

CARRIED

Moved: N Atkinson

Seconded: J Meyer

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 220628109399.
- (b) **Notes** that formal submissions from the Oxford-Ohoka and Woodend-Sefton Community Boards had been taken into account with the recommendations below.
- (c) **Notes** that any further feedback from the Board from this meeting would be included for the Council's consideration.

RECOMMENDS THAT the Council:

- (d) **Receives** Report No. 220628109399 (v2).
- (e) **Adopts** the recommended Walking and Cycling Network Plan (TRIM No. 220725126302) and that Courtenay Drive between Williams Street and Stone Street form an off road cycleway from the south side of the road.
- (f) **Adopts** the amended Walking and Cycling Network Plan prioritisation programme (TRIM No. 220726126399).
- (g) **Notes** the following additions are recommended to the draft Walking and Cycling Plan based on community and Community Board submissions:
 - a. **North Eyre Road** (between No. 10 Road and Earlys Road).
 - b. **North Eyre Road** (between Poyntzs Road and Tram Road).
 - c. **Two Chain Road** (between Pattersons Road and North Eyre Road).
 - d. **Pattersons Road** (between Two Chain Road and Wards Road).
 - e. **Wards Road** (between Makybe Drive and Pattersons Road).
 - f. **Whites Road** (between Mill Road, Ohoka, and Tram Road).
 - g. **Tram Road** (upgrade of level of service between Whites Road and Mandeville Town).
 - h. **Easterbrook Road** (from Cust River – bridge from Bradleys Road to Fernside Road).
 - i. **Fernside Road** (between Easterbrook Road and Townsend Road).
 - j. **Townsend Road** (upgrade of level of service between Fernside Road and the South Brook).
 - k. **Mill Road, Ohoka** (between Threlkelds Road and Christmas Road).
 - l. **Christmas Road** (between Mill Road, Ohoka, and Butchers Road).
 - m. **Butchers Road** (between Christmas Road and Ohoka Road).
 - n. **Bramleys Road** (between Tuahiwi Road and Lineside Road).
 - o. **Greens Road** (between Tuahiwi Road and Church Bush Road).
 - p. **Church Bush Road** (between Greens Road and Tuahiwi Road).
 - q. **Te Pouapatuki Road** (between Greens Road and Rangiora Woodend Road).
 - r. **State Highway One** (between Gressons Road and Pegasus Boulevard).
 - s. **Bridge Street** (between Reserve Road and the beach access).
 - t. **Domain Terrace** (between Park Terrace and the campground access).

- u. **Waikuku Beach Domain** (between Domain Terrace and Reserve Road).
 - v. **Cones Road** (between Dixons Road and Carrs Road).
 - w. **Carrs Road** (between Cones Road and Station Road).
 - x. **Station Road** (between Carrs Road and Loburn Whiterock Road).
 - y. **Hodgsons Road** (between Swamp Road and 110 Hodgsons Road).
 - z. **Loburn Whiterock Road** (upgrade level of service between Loburn Domain and Dixons Road).
- (h) **Recommends** that staff re-instate the Walking and Cycling Reference Group under new Terms of Reference, which staff would draft and bring back to Council in a separate report.
- (i) **Notes** that there was a budget of \$490,000 within PJ101229.000.5135 for the 2022/23 financial year, of which, \$40,000 was allocated towards the design of walking and cycling infrastructure within the priority one group, with the remainder contributing to wayfinding and other signage, addressing existing deficiencies in the network, and beginning the priority one projects.
- (j) **Notes** that there was a budget of \$660,000 within PJ101229.000.5135 for construction of walking and cycling infrastructure in the 2023/24 financial year.
- (k) **Notes** that the prioritisation programme associate with the Walking and Cycling Network Plan would follow and be considered as part of the next Annual Plan.
- (l) **Notes** that the Walking and Cycling Network Plan sets a strategic framework, and would require further costing and prioritisation through the Long Term Plan process.
- (m) **Notes** that consultation for the two options in Kaiapoi, completing of the Kaiapoi to Woodend link, would be consulted on during the design phase of the Sandhill Road portion.
- (n) **Notes** that 82% of survey respondents support an increase of funding to deliver the Network Plan, and that staff would take a separate submission to the Long Term Plan to seek additional funding.
- (o) **Notes** that consideration of funding opportunities to advance the implementation of the plan was also being explored through the 'Better Off' funding stream, as part of the Three Waters Reform.
- (p) **Notes** that staff are exploring the opportunity to apply for funding through the Climate Emergency Response Fund, which may be used to for additional modal change projects, or to fund cycle ways that qualify under this additional fund.
- (q) **Notes** that the plan and prioritisation of routes would be reviewed internally (in conjunction with Community Boards and the Council) every three years and publicly consulted upon every six years.

CARRIED

N Atkinson commented that he had supported the motion, however there was large amount of detail in the report. He noted that Council staff had done an excellent job in compiling Walking and Cycling Network Plan. However, he was unsure why the Council wanted more bureaucracy round roads that people were already cycled on. The priority list would change over time in accordance with budget availability. Also, priorities would be decided by cyclist

through the routes they preferred to follow. N Atkinson requested that the review of priorities be brought to the Board annually to enable the Board's feedback to be taken into account.

J Meyer saw the Walking and Cycling Network Plan as a very positive working document, which was flexibility to move with the times while showing a desire to plan for the future. He noted that the Council were not going to please everybody all the time, this whole venture was going to take a long time, however, this was a positive start.

B Cairns thanked staff for the report. He supported the idea of having safe roads and agreed that consultation about Peraki Street had achieved a good outcome. He requested staff to ask the residents Peraki Street to give feedback on what it was that they found useful or not to enable the Council to learn from the engagement.

P Redmond commented, that the walking component of the Walking and Cycling Network Plan may be a much less significant and potentially more dangerous part of the strategy. He noted that the Woodend-Sefton and the Rangiora-Ashly Community Boards had made a few extra recommendations that dealt with concerns they had, and suggested the Kaiapoi-Tuahiwi Board should consider doing the same. He congratulated staff on working with the residents in Peraki Street and while not everyone was one hundred percent happy, they were much happier with the final outcome than they were at the beginning.

In his right of reply, N Atkinson commented that the Council needed to keep their eye on the detail and transport mode shifts in the future.

6.2 **Approval to Consult on Scheme Design Options for the Tuahiwi Footpath – J McBride (Roading and Transport Manager) and A Mace-Cochrane (Graduate Engineer)**

A Mace-Cochrane spoke to the report, noting that approval was being sought from the Board to consult on the scheme design options for a footpath in Tuahiwi. There were three options proposed for the section between the Marae and the existing footpath on the eastern side of Tuahiwi, which was just north of the school. All of the options fell within the allocated budget with the main difference between the options being the provision of parking. The plan for engagement was to have a targeted consultation with the Iwi at the Marae to talk through the different parking options as well as the residents directly affected opposite the Marae. An information notice would be distributed to the remaining residents in Tuahiwi.

S Stewart noted that the footpath was 1.8 metres, in light of the conversation around the Walking and Cycling Network Plan, she asked if this footpath would become a shared cycle/foot path seeing as it was outside a school. J McBride noted that this had not specifically been considered for a wider shared path due to a number of constraints that were along the side of the road including swales and power poles. At a request from Ngai Tahu a gritted path would be installed along that side and 1.8 metres should allow sufficient space.

Moved: B Cairns

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** Report No. 220801130424.

RECOMMENDS THAT the Utilities and Roading Committee:

- (b) **Receives** Report No. 220801130424.
- (c) **Approves** consultation being undertaken on the proposed scheme design options shown in TRIM No. 220801130509.
- (d) **Notes** that a communication and engagement plan would be put together following approval of this report which would detail the method of engagement for directly affected residents, the Marae, and Ngāi Tūāhuriri.
- (e) **Notes** that there was a budget of \$450,000, allocated within PJ 101229.000.5135, for the 2022/2023 financial year to undertake the detailed design and construction of the Tuahiwi Footpath.
- (f) **Notes** that all three scheme design options are below the allocated budget of \$450,000 and include 20% contingency.

CARRIED

6.3 Island Road / Ohoka Road Intersection Improvements - Approval of Traffic Signal Scheme Design – J McBride (Roading and Transport Manager) and G Kempton (Project Engineer)

G Kempton spoke to the report, noting the purpose was to seek a recommendation to the Utilities and Roading Committee for the adoption of the scheme design for the upgrade of Island and Ohoka Roads for the signalised intersection.

P Redmond asked if raised platforms were considered for the Island Road portion of the intersection as an interim safety measure with the existing stop signs. He believed the major risk there was vehicles traveling too fast and not stopping and enquired if a raised platform on Island Road each side of Ohoka Road would achieve some safety improvement. J McBride noted that staff had tried to look, not only at the crash history, but also future proofing the intersection. The reality was the intersection was very busy it was difficult, particularly in the peak times, to find gaps in the traffic.

P Redmond questioned if the traffic count on both Ohoka Road and Island Road meet the traffic light criteria. J McBride advised that there were 10,000 vehicles a day going through on Ohoka Road so the volumes were high. She explained that traffic lights could be phased to enable a smooth traffic flow at all times of the day with little disruption.

A Blackie noted that this project was not eligible for Waka Kotahi funding. He enquired where the funding was coming from. J McBride noted that the project did not currently have any Waka Kotahi co-share funding, however, the project met the criteria for the Low Cost Low Risk Programme due to the crash history and would likely get support if funding did become available in the Long Term Plan. Council staff recommended that the project proceed through detailed design and tender stage and be ready to go if funding was available in the third year, which would be 2023/24 financial year.

N Atkinson enquired if it would be better to have a no right turn into Cosgrove Road, which would stop motorist moving from the off ramp on the extreme left to the right turning lane. This would give vehicles room faster and vehicles could then use Silverstream Boulevard to turn right. J McBride noted that traffic lights may cause queuing, however, they also gave the best ability to be able to allow longer free flow on the through road and potentially better free flow than a roundabout. There was a demand for the right turn and she believed motorists coming off the motorway would choose to go down to Silverstream Boulevard anyway to give themselves room to manoeuvre to the

right. N Atkinson asked why the right turn option just be removed from the start. J McBride replied that this would be considered during the detailed design phase and during the safety audit process.

Moved: J Meyer

Seconded: J Watson

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** report No. 220516077821.

RECOMMENDS THAT the Utilities and Roading Committee

(b) **Adopts** the Island Road / Ohoka Road Traffic Signals Scheme Design, as per section 3.4.1 of this report (Trim No. 220516077821).

(c) **Authorise** staff to proceed to detailed design stage.

(d) **Approves** the installation of the required no stopping lines through the intersection, to be installed as part of construction.

(e) **Notes** that the recommended scheme design option included raised speed tables to align the design with Waka Kotahi's Standard Intervention Toolkit and Safe System approach.

(f) **Notes** that staff would continue to work alongside Waka Kotahi to progress the traffic signals design and give consideration for potential queuing and any adverse impacts due to the proximity of the off-ramp.

(g) **Notes** that staff conducted an All Boards briefing on the 4 August 2022 for discussion of three options.

(h) **Notes** that there was Council budget of \$100,000 allocated to the design for this project in the 2021/22 budget, and that unused budget had been carried over to allow detailed design to progress in 2022/23.

(i)

(j) **Notes** that Waka Kotahi had not approved co-funding for the construction of this project at this time, and that Council staff are continuing to advocate for funding to support this project in the future.

CARRIED

N Atkinson and A Blackie against

J Meyer believed that traffic signals would make a huge difference at this intersection. He believed that the right turn option was needed to access the motorway. The phasing of the lights which controlled the flow of the traffic meant that there would no unnecessary delays for traffic during no peak times.

J Watson supported the idea of traffic lights. She noted that she no longer used the intersection and went down and used the lights at the motorway to avoid the corner because it was so dangerous. She also noted that you could wait for a gap in the traffic at Island Road corner for several minutes. She believed it was essential to have more control at that intersection.

A Blackie commented that intersection had six accidents over six years and some of them were non-injury. He did not believe this intersection was more dangerous than others in the district and felt that reducing speed and enforcement of speed limits would solve the problems experienced. He noted he found some of Ableys figures misleading with projected delays and traffic queues unrealistic. He believed the problem did not warrant the cost of \$1.25

million of the ratepayers' money and would not be supporting this recommendation. He reiterated that there were other much more dangerous intersections with bigger risks and crash histories than this intersection.

N Atkinson agreed with A Blackie's comments. He was also concerned about the accuracy of the figures submitted to the. He acknowledged there were queues of cars waiting to exit Island Road, however, generally only on the days that the soccer fields were being fully utilised.

He also agreed that there were other intersections which had more deadly accident histories and he was not convinced, that lights were required. He believed that by reducing speeds with speed humps there would be no need to spend \$1.25 million on traffic lights. He was also concerned about the noise of large vehicles breaking for the nearby residents. The Council already had to deal with complaints regarding the noise of traffic and requests for higher fences.

In his right of reply, J Meyer appreciated what had been said and agreed that there were other challenging intersections in the district. He had witnessed near misses, which could have been catastrophic if they had eventuated. He acknowledged that lights were never the cheapest option, however it would save lives, which would be lost nothing was done.

6.4 **Te Wiki O Reo Maori Story Walk – Honda Forest – A Paterson (Community Connections Coordinator) and G Stephens (Design and Planning Team Leader)**

G Stephens spoke to the report which sought approval for the implementation of a StoryWalk® at the Honda Forest to celebrate Te Wiki o Te Reo Maori 2022. He explained that a StoryWalk® was an international initiative involving the placement of panels which show enlarged pages of children's picture books in public spaces. A similar initiative was held at Northbrook Wetlands to celebrate Matariki, which had proved very successful, with around 1,000 people attending the first day. This was a joint initiative between the Library and the Greenspace Teams which encouraged children to read, while encouraging parents and families to get out and utilise reserves and physical activity. The StoryWalk® in Kaiapoi use the book 'There's a Tui in our Teapot'.

Moved: A Blackie

Seconded: J Watson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 220804133755.
- (b) **Approve** to install a StoryWalk® of 'There's a Tui in our Teapot' at Honda Forest (Te Korotuaheka Kaiapoi).
- (c) **Notes** that the costs involved for the proposed StoryWalk® at Te Korotuaheka Reserve would be paid for by Waimakariri Libraries and Greenspace budgets.
- (d) **Notes** that the 'There's a Tui in our Teapot' Te Wiki o Te Reo Maori StoryWalk would be a temporary installation.

CARRIED

A Blackie commented this was an excellent initiative, it was inexpensive, funded and it was concise.

J Watson thought it was a fabulous project and congratulated staff for bringing it to Kaiapoi, especially as it was going to be at the Honda Forest which was the most magical spot.

B Cairns asked in terms of promotion if there was any promotion going out or money being spent on promotion. G Stephens explained that the Libraries had a great network, which they could put out information to which included the schools in the district as well as being advertised on the Council's website and social media page.

P Redmond asked if Honda Forest had been involved at all. G Stephens noted they had not been involved specifically, however, staff had let them know what was planned if the Board wished to do so.

6.5 **Application to the Board's 2022/23 Discretionary Grant Fund – K Rabe (Governance Advisor)**

Moved: J Watson

Seconded: N Atkinson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 220708116180.
- (b) **Approves** a grant of \$588 to the Reflections Community Trust towards the cost of entertainment at the Waimakariri Light Party.

CARRIED

J Watson noted that she found the application from Clarkville Playcentre somewhat unrealistic. It had taken B Cairns a long time to build up the Kaiapoi Food Forest, and it was not something you did in four to six months which they had stated in their application. She would rather see them with some packets of seeds and some berry bushes, which in her opinion would teach the kids much more. She believed a food forest was completely unrealistic for a preschool.

B Cairns noted that he had been invited to visit the preschool and was putting together a draft design, which involved fruit trees and berries. The reason they required funding was because he had run out of fruit trees and plants to provide to them. They had a large area out the back of their Playcentre, which required more trees so they could get more shading. It was acknowledged that his initiative would take more than four months to develop.

Moved: J Meyer

Seconded: A Blackie

- (c) **Approves** a grant of \$250 to the Clarkville Playcentre to purchase fruit trees and vegetable plants to establish a food forest.

CARRIED

B Cairns abstained
J Watson against

J Meyer believed the Playcentre were encouraging food sustainability for the right reasons. He noted when working for Clarkville School which was over the road he had developed a relationship with the preschool. The funding they got was only for one staff member and was only part funding. The Playcentre required the children's parents to stay and supervise their children's 'learning and play'. He had moved \$250 due to the size of the project and the time that it would take to grow and harvest. If the initiative was successful the Playcentre could apply for more funding in the future.

A Blackie commented that he was not happy with allocating \$500 however felt \$250 was a good compromise.

J Watson thought this was a complete waste of money, that at the most the children were only going to be there for the first five years of their life and would not understand the concept of a food forest. She believed it would be more useful to teach them some good gardening skills.

7 CORRESPONDENCE

Nil.

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for July 2022

- Kaiapoi Community Garden – Trustees meeting.
- Board Submission Ohoka Plan Change 31 – Met with Board Members and lawyer to finalise submission.
- Enterprise North Canterbury Networking meeting.
- Kaiapoi High School 50 year reunion – Committee meeting.
- Board submission Ohoka Plan Change 31 – Zoom final meeting to confirm submission.
- Island Road/Flaxton Road intersection – Zoom briefing with staff.
- All Together Kaiapoi – Trust meeting.
- Kaiapoi Promotions Association Annual General Meeting – received life membership.

Moved: J Watson

Seconded: N Atkinson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the verbal report from the Kaiapoi-Tuahiwi Community Board Chairperson.

CARREID

A Blackie left the meeting at 6.23pm.

9 MATTERS REFERRED FOR INFORMATION

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 6 July 2022.
- 9.2 Woodend-Sefton Community Board Meeting Minutes 11 July 2022.
- 9.3 Oxford-Ohoka Community Board Meeting Minutes 20 July 2022.
- 9.4 Waimakariri District Climate Change Scenario Technical Report – Report to Council Meeting 5 July 2022 – circulates to all Boards.
- 9.5 Health, Safety and Wellbeing Report July 2022 – Report to Council Meeting 5 July 2022 – circulates to all Boards.
- 9.6 Elected Member Remuneration 2022/23 – report to Council Meeting 12 July 2022 – Circulates to all Boards.
- 9.7 Enterprise North Canterbury Approved Statement of Intent beginning 1 July 2022; Updated Enterprise North Canterbury Business Plan and Budget 2022/23; and Promotion of Waimakariri District Plan – Report to Audit and Risk Committee Meeting 19 July 2022 – Circulates to all Boards.

- 9.8 Annual Report and audited accounts for Enterprise North Canterbury for the year end 30 June 2021 – Report to Audit and Risk Committee Meeting 19 July 2022 – Circulates to all Boards.
- 9.9 Annual Report to Te Kohaka o Tuhaitara Trust for the year ended 30 June 2021 – Report to Audit and Risk Committee Meeting 19 July 2022 – Circulates to all Boards.
- 9.10 Proposed Rooding Capital Works Programme for 2022/23 – Report to Utilities and Rooding Committee Meeting 19 July 2022 – Circulates to all Boards.
- 9.11 Wastewater Treatment Plant Compliance Reporting – Report to Utilities and Rooding Committee Meeting 19 July 2022 – Circulates to all Boards.
- 9.12 May 2021, December 2021 and February 2022 Flood Events – Service Requests Update – Report to Utilities and Rooding Committee Meeting 19 July 2022 – Circulates to all Boards.

Moved: J Watson

Seconded: J Meyer

THAT the Kaiapoi-Tuahiwi Community Board

- (a) **Receives** the information in Items 9.1 to 9.12.

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

S Stewart

- There had been nitrate testing of private wells on Thursday 11 August 2022 at Mandeville – this was an initiative coordinated by the Waimakariri Water Zone Committee in conjunction with Dr. Tim Chambers of Otago University who had received \$1.2 million from the Health Research Council to study the link between nitrate laden drinking water of over 5mg/l with the incidents of pre-term birth. Because of the concerns locally with 18,000 people on private wells, the Mandeville Residents Association, the Water Zone Committee and Dr Chambers spent the afternoon at Mandeville. In the initial testing there were two or three that were over the MAV which was 11.3mg and was concerning. There were several that were over 5mg.

P Redmond

- Had a Gambling Policy Hearing to look at the number of gaming machines in the district and refresh the policy – there were a good number of submitters on both sides of the argument. The Panel had made a recommendation which would be going to the Council shortly.
- Ronels Cuppa – Ravenswood were now adopting a similar concept in their community.
- Kaiapoi Art Expo was very successful.
- Flooding Issues around the district.
- Enterprise North Canterbury update on economic development at Lacebark.
- Attended the Candidates evening.
- Regulation – the building unit was coping but had been very busy with PIMs at a high level but LIMs had dropped dramatically.
- Local Government New Zealand Annual General Meeting – held via Zoom. Highlight that one of the remits were passed that LGNZ should consult with its membership on significant issues.

- Waimakariri Health Advisory Group – wondered what was happening with the afterhours hub in Rangiora, which they thought was providing afterhours facilities. The resource consent was still being processed by the Council. The afterhours component was only at the weekends and was only till 10pm. Building consent had not yet been applied for.

J Meyer

- Received a letter from the Council regarding the District Plan zoning after Ohoka and what was happening there. Challenging for the Councillors both present and future.

N Atkinson

- Local Government New Zealand Conference – two speakers, Jim Palmer talking about Local Government Reform. The conference was very well controlled and there were very few questions from the floor. Networking outside focused on what other councils were doing regarding Three Waters and the Local Government Reforms and Resource Management Act was very useful. It was interesting that Youth Councils, being the future, were all Manu Whenua nothing about multi-cultural inclusion or direction of young people.
- Three Waters submission – nothing back from the Court around ownership.
- Greater Christchurch Partnership Spatial Planning – moving along and that would come back to Councilors and Community Boards.

B Cairns

- Neighborhood Support North Canterbury – Busy updating database. Looking for more committee members to join.
- Food Forest – update.
 - Collecting scions for 5th birthday workshops on 17 September 2022. Teaching people how to grow food sustainably. Kumara growing, propagation, grafting etc.
 - The Strawberry Fair planning was well underway with Sideline Swing confirmed as playing on the 17 December 2022. Lots of food and Christmas stalls were going to be there.
 - Rongoā event on 20 November 2022.
 - Visited Kaiapoi North School, St Patrick's and Clarkville Preschool regarding food forests.
 - A Robin Hood type artwork appeared at the food forest.
 - Online briefing.
 - Biodiversity lecture - Waimakariri District Council – soil lecture, sixty years of topsoil left.
 - Residents calls – sewer overflowing issues in Pines Beach, Charles and Smith Street corner.
 - Food Secure North Canterbury – presented in the various towns regarding food forest in Woodend and Oxford.
 - All Together Kaiapoi – Planning for Spring Festival. Lanterns lighting the township have been struck by bad weather.
 - GreyPower meeting – issues surrounding accessing taxi chits for return trips to North Canterbury, fees for credit card payments of rates.
 - Plan Change 31.
 - Enterprise North Canterbury Event.

11 CONSULTATION PROJECTS

Nil.

12 REGENERATION PROJECTS**12.1 Town Centre, Kaiapoi**

Updates on the Kaiapoi Town Centre projects were emailed regularly to Board members. These updates could be accessed using the link below:
<http://www.waimakariri.govt.nz/your-council/district-development/kaiapoi-town-centre>.

The Board noted the regeneration projects.

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

Balance as at 31 July 2022: \$6,897.

13.2 General Landscaping Budget

Carryover from 2021/22: \$23,300
 Allocation for 2022/23: \$26,190
 Balance as at 31 July 2022: \$49,490.

The Board noted the funding update.

14 MEDIA ITEMS

Nil.

15 QUESTIONS UNDER STANDING ORDERS

Nil.

16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

17 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

Section 48, Local Government Official Information and Meetings Act 1987.

Moved: N Atkinson

Seconded: J Watson

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

CARRIED

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

Item N°	Minutes/Report of:	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
15.1	Minutes of the Public Excluded portion of the Kaiapoi-Tuahwi Community Board meeting 18 July 2022	Confirmation of Minutes	Good reason to withhold exists under Section 7	Section 48(1)(a)
REPORT				
15.2	Report of V Thompson (Senior Advisor Business and Centres)	North Canterbury Sport and Recreation Trust and 66 Charles Street, Kaiapoi	Good reason to withhold exists under Section 7	Section 48(1)(a)

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

Item N°	Reason for protection of interests	Ref NZS 9202:2003 Appendix A
15.1 – 15.2	To carry out commercial activities without prejudice	A2(b)ii

CARRIED

CLOSED MEETING

The public excluded meeting commenced at 6.23pm and concluded at 6.56pm.

Resolution to resume in open meeting

Moved: J Watson

Seconded: J Meyer

That the open meeting resumes and the business discussed with the public excluded remains public excluded.

CARRIED

OPEN MEETING**NEXT MEETING**

The next meeting of the Kaiapoi-Tuahiwi Community Board would be held at the Ruataniwha Kaiapoi Civic Centre on Monday 19 September 2022 at 5pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 6:57pm.

CONFIRMED

Chairperson

Date

Briefing
(6.57pm – 7.19pm)

- *Williams Street Bridge Balustrade – V Thompson (Senior Advisor Business and Centres)*
 - *Option H chosen and Board preferred open process for artistic design.*
 - *River important to Maori cultural history*
 - *Difficulties in judging different styles*
 - *Not the normal process for such a significant project to be opened to the general public/artistic world.*
 - *Pre-engagement with Ngai Tuahuriri prior to any decision being made.*
 - *No funds available to engage artist(s).*
 - *Desire to include both histories in design that is chosen, however acknowledgement that no clash in cultures should be considered*
 - *Project should be about the river – ability to view the river important – this could reduce the number of panels needed.*
 - *Agreement that Ngai Tuahuriri be approached for their interest/feedback.*

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-26-08-06/220908155973

REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 19 September 2022

AUTHOR(S): Grant Stephens – Greenspace Design and Planning Team Leader

SUBJECT: Approval To Consult on Disc Golf Proposal for Kaiapoi Domain

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



General Manager



acting Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to seek approval to consult with the wider community regarding a proposal to install a Disc Golf course in Kaiapoi Domain. Disc golf is a rapidly growing social sport in NZ which is played much like traditional golf. Instead of a ball and clubs, however, players use a flying disc, or Frisbee to hit a cage.
- 1.2. Ben Croll and Ryan Moleta are two individuals from the community who have been working with Greenspace staff to create this proposal which is a community initiative. Greenspace staff see Kaiapoi Domain as the ideal location in terms of space, landform and trees but would like to undergo consultation with the community to ascertain their thoughts and feedback on the proposal.
- 1.3. The supporters of this proposal are seeking external funding from fundraising and sponsorships to cover the capital costs of the installation of the tees, cages and associated signage. They are keen to provide this asset at no cost to Council working with local businesses and funders.
- 1.4. If approved for consultation, staff will review feedback and return to the Board with a summary of this feedback and recommended outcomes. The recommendations within this report support Council to achieve community outcomes within the following areas of wellbeing; Social Wellbeing, Economic Wellbeing, Environmental Wellbeing and Cultural Wellbeing

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. TRIM 220908155973.
- (b) **Approves** public consultation be carried out to seek feedback on the proposal to put a disc golf course in Kaiapoi Domain.
- (c) **Notes** following consultation staff will bring a summary of the feedback and recommendations for the Board's consideration and potential approval.
- (d) **Notes** the supporters of this proposal are seeking external funding from fundraising and sponsorships to cover the capital costs of the installation of the tees, cages and associated signage. They are keen to provide this asset at no cost to Council working with local businesses and funders.
- (e) **Notes** the recommendations within this report support Greenspace to achieve community outcomes within the following areas of wellbeing; Social Wellbeing, Economic Wellbeing, Environmental Wellbeing and Cultural Wellbeing

3. **BACKGROUND**

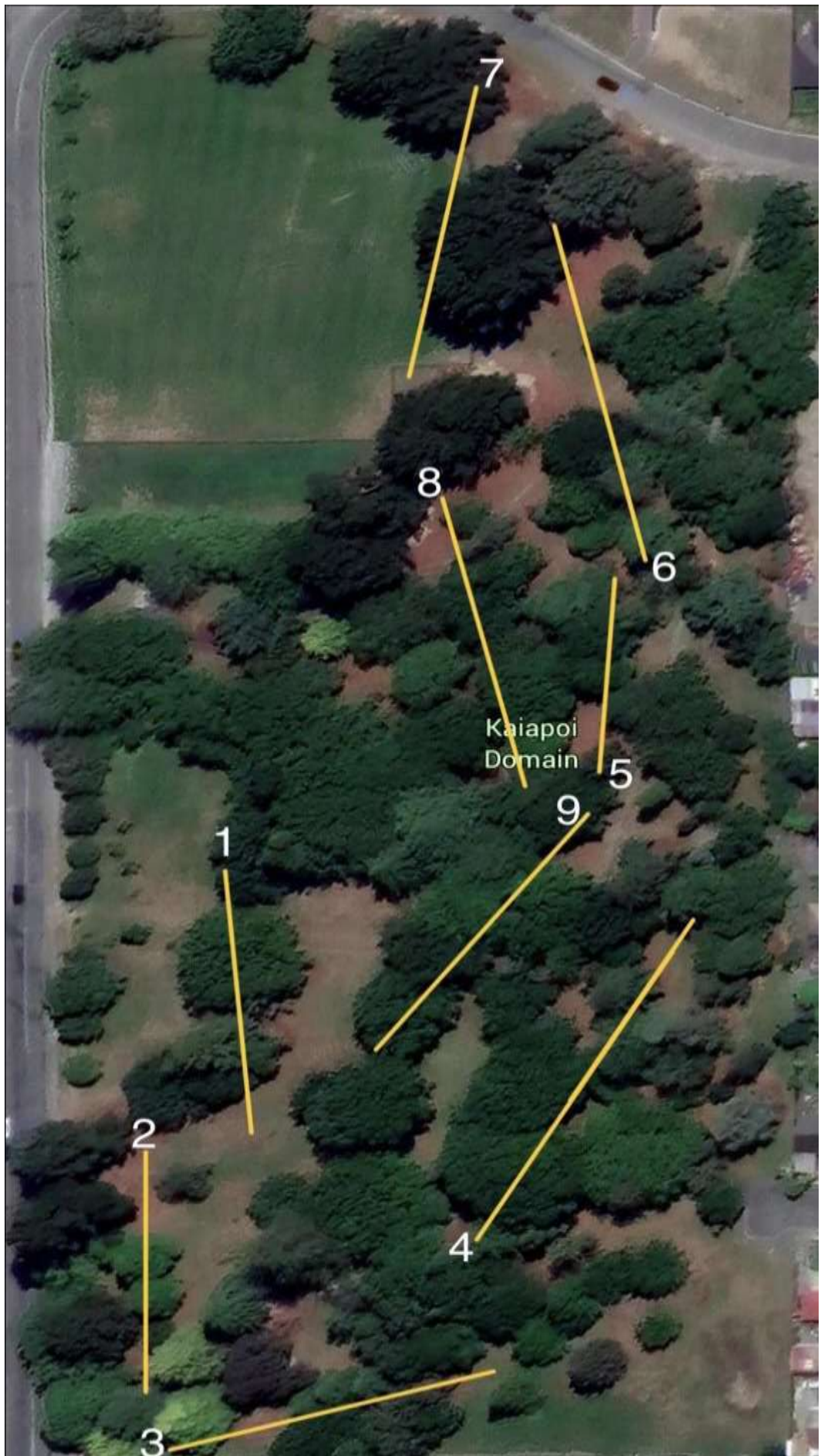
- 3.1. Over the last 12 months Greenspace staff have been approached by three individuals interested in creating a Disc Golf Course in the Waimakariri District. Disc golf is a rapidly growing sport which is played much like traditional golf. Instead of a ball and clubs, however, players use a flying disc, or Frisbee. A disc is thrown from a tee area to a target which is the "hole" and in the form of a metal basket on a pole. As a player progresses they must make each consecutive shot from the spot where the previous throw has landed until they hit the basket.
- 3.2. There are fifty courses in New Zealand with four in Canterbury alone. Supporting more than 2,000 active players, this number is only expected to grow. Canterbury currently has the most popular disc golf course in Australasia (Jellie Park) and a thriving Disc Golf Club. There is currently no formalised club north of the Waimakariri or disc golf courses to be played on within our reserves.
- 3.3. Greenspace staff put these individuals in contact with one another and two of these have created a proposal for Disc Golf in Kaiapoi Domain. Ryan Moleta and Ben Croll have met with Greenspace staff and Deputy Mayor Neville Atkinson on site and discussed the opportunity, benefits and challenges of their proposal and are presenting a deputation to the September Board meeting to the Kaiapoi-Tuahiwi Community Board. This report provides additional information and recommendations for the Board regarding their proposal.

4. **ISSUES AND OPTIONS**

- 4.1. Disc Golf is a social sport which any person can play, all you need is a disc or Frisbee. Much like golf, the player starts at a Tee and aim to get their disc into the cage. As shown below, the tee is generally a small paved area on which you stand with instructions alongside which tell you information about that run. The goal is to get it into the cage with as little throws as possible. Cages can be permanent or temporary depending on the course and consist of a vertical pole often with chains and a catcher at the bottom.



- 4.2. This sport works best in areas where there are natural features which can be used to make the fairway more challenging and bring difference in difficulty across each hole. Landscapes with established trees and strongly undulating landform are therefore most suited for this activity. This is what drew Ben and Ryan first to Kaiapoi Domain. This domain is covered in large trees and has large mounds and hollows.
- 4.3. Ben and Ryan, together with some other disc golf enthusiasts, have developed the plan below for how the course would be set out. With the number where the tee would be located and the yellow line showing the direction to the cage at the end of the line.



4.4.

- 4.5. It is important to note that while showing Neville Atkinson and Greenspace staff their proposed course, they showed how the landform had been taken not only into account to accentuate each run but also to provide site lines and minimize risk of hitting others. One strategy for this when crossing existing pathways is to have the tees beside the pathway. This means that players can easily see and wait for anyone using the path before they shoot. They have also circled around the base of the main mound where the existing fairy door activity is located so as to not provide undue disturbance to the younger users of this area (located between lines 1, 8 and 9)
- 4.6. While this is the course and the tees would stay in the same place, much like golf, the cages can be installed with optional flexibility for being shifted to adapt the course and increase/change difficulty levels. In the future, they hope that this activity might bring not only local users to the site but also people from outside of Waimakariri such as Christchurch and wider afield. Long term, they hope that they might be able to hold occasional tournaments which would draw people from across New Zealand and potentially internationally to Kaiapoi. .
- 4.7. Greenspace staff have considered their proposal and identified the following benefits and challenges that it might bring;

Benefits of Disc Golf at Kaiapoi Domain:

- 4.8. Increased use of the domain. This activity would activate this space by bringing a specific use into the area. This increases awareness of this reserve and the recreational opportunities within it but also increases passive surveillance which following CPTED principles, increases the safety of users within the space. This has already been noted as a positive impact of Disc Golf at Jellie Park, Christchurch with also a reduction in littering, loitering and vandalism.
- 4.9. Low Cost – All a player needs is a disc. As people grow in the sport they can specialise and purchase more expensive kit in terms of different shaped discs, but you can easily play the whole game with just a reusable \$20 disc. This is important as when finances are stretched recreation costs are often first to be cut. Having a cheap but fun offering for recreation is therefore a real benefit to the area.
- 4.10. Perfect Landscape – There are few reserves within our district that are as well suited for disc golf as Kaiapoi Domain. The unique combination of space, undulating landform and trees provides the perfect landform for this activity. While it could be located elsewhere such as flatter reserves or in the recovery zone. This is currently considered the best site in terms of landscape. It also offers synergies with potential relationships with the school to the south who could use the course and the golf course to the north.
- 4.11. Encouraging an active community – Disc Golf is an easy to play, no strings sport. It can be played at any time and therefore can fit easily into people's lifestyles. Having a local course would therefore encourage people to try this sport and have fun being active.
- 4.12. Improving the offer of Kaiapoi. This opportunity would be the first official disc golf course in the Waimakariri district and would draw users from Christchurch and surrounding regions into the area to play. It is likely that some of these would utilise local goods and services while present. Should the group achieve their aspirations of holding local and national tournaments, this could see large numbers of visitors from across NZ coming to Kaiapoi to play Disc Golf.
- 4.13. Community driven initiative – this opportunity has arisen from a desire from within the Kaiapoi community for this sport. The two who have initiated this proposal intend to create a local club who will not only fundraise to install this course (if approved) but also support the development and growth of this sport across the district by helping others navigate the process and providing templates and information. They are also attempting to fund this project themselves through funding partners and sponsorship. This means that there would likely be no capital cost to Council but a recreational benefit to the reserve users. They are also committed to looking after and helping maintain the course into the future with opportunities to further develop and move cages etc.

Challenges of Disc Golf at Kaiapoi Domain

- 4.14. Increased use of the domain. This activity would activate this space and bring more users into the reserve. While this has positive impacts, it is important to note that some people may value this reserve for its quiet and peaceful nature. They therefore may not see this as a positive. That being said, this is a relatively low impact sport which is not a loud or very obtrusive so staff do not see this as a likely issue.
- 4.15. Associated risk of flying objects to others – While there is an increased risk of being hit by a disc if this course was to be installed, in reality this is more of a perceived risk than an actual issue. Anecdotal evidence from other parks which include this sport would suggest that this is rare and that most players are very conscious of others who might be using the space. This has been taken into account in the set-out proposed as discussed above to further reduce this risk and staff do not believe that this would be an issue.
- 4.16. Ongoing Costs – As discussed above, the group intend to fund the capital costs associated with creating this course. There will be ongoing costs to replace items and maintain them however these are minimal compared to the recreational opportunities offered. The cages are easily relocated and the tees are simply a small paved area which requires little ongoing maintenance.
- 4.17. Protected Trees - staff are aware that there are some protected trees within Kaiapoi Domain. There is a risk that these could be damaged by wayward flying discs hitting their bark. Should this activity be approved, staff would need to work with the group to ensure that tees and cages are located in positions where this risk is reduced as much as possible and specifically around known protected trees.

Consultation

- 4.18. While staff believe that this would be an appropriate activity that would activate this space, it is important to understand the wishes of the local community and current users of this reserve. Staff are therefore seeking approval from the Board to consult with the surrounding community and users of the reserve to hear their feedback on the proposal.
- 4.19. Staff would work with our communications team to create a consultation plan for this proposal which would include a 'Lets Talk' Council flyer being delivered to surrounding residents and direct them to Council's online consultation platform for feedback. Links will also be available on Council's social media and website pages.
- 4.20. The results of this consultation will be collated and presented in a report back to the Board for consideration. Should the Board approve the activity at that point, staff will work with Ben and Ryan to implementation of this proposal on site.

Implications for Community Wellbeing

- 4.21. There are implications on community wellbeing by the issues and options that are the subject matter of this report. The provision of recreation spaces is part of the expected levels of service Council provides. These spaces not only encourage recreation but are social interaction nodes which help build connectivity within communities. Active recreation helps build physical health and wellbeing in participants which has a positive impact on the wellbeing of our community as a whole. As this is an unorganised, easy to learn social sport with very minor associated costs, it is likely that it would see the same rapid rise in popularity in our district which would encourage people who might otherwise not be interested in outdoor recreation to give it a try.
- 4.22. The recommendations within this report support Greenspace to achieve community outcomes within the following areas of wellbeing; Social Wellbeing, Economic Wellbeing, Environmental Wellbeing and Cultural Wellbeing
- 4.23. 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. As per our standard procedure, a project brief will be provided to the Rununga through Mahaanui Kurataiao as part of the consultation process.

5.2. **Groups and Organisations**

There are few specific groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. Staff will consult with the neighbouring school and also with the organisers of the fairy doors as part of this consultation.

Wider Community

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. No specific consultation has been undertaken by Council with the wider community to date regarding this proposal. Should consultation be approved, the feedback would allow staff to understand the views and ideas on the current proposal. This report is seeking approval to consult with the public on the proposal with any feedback being collated and brought back to the Board.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are no financial implications of the decisions sought by this report. This report is seeking approval to consult with the community and does not commit Council to any funding or capital works.

The proponents of this proposal are seeking external funding from fundraising and sponsorships to cover the capital costs of the installation of the tees, cages and associated signage. They are keen to provide this asset at no cost to Council working with local businesses and funders.

There is a risk that consultation will create community expectation that this activity will be provided within the reserve and they are unable to source funding. This could then be brought to Council either through the Long Term Plan or other means such as the General Landscaping Budget. The overall costs associated with installing the 9 cage course is relatively low at between \$15,000 - \$20,000.

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report have minimal sustainability or climate change impacts. All of the materials used could be reused elsewhere should this activity need to be shifted as the tees are generally pavers and the cages are installed in a manner where they can easily be relocated.

6.3. **Risk Management**

There are limited risks arising from the adoption/implementation of the recommendations in this report. As this report is only seeking approval to consult, it does not tie Council to having to spend budget or take action.

There is a risk that consultation feedback may show that the public are not supportive of this proposal. Staff will take this into account and should this be the case will try to identify another location where this activity could occur. The results of the feedback will be collated and discussed in a summary of all feedback to the Board.

6.4. **Health and Safety**

There are health and safety risks arising from the implementation of the recommendations in this report. Approval to consult will require the Lets Talk flyers to be delivered to each resident. These risks are minor and easily mitigated by following the guidelines within Safe Working in the Field Manual.

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**

- Reserves Act 1977
- Neighbourhood Reserves Management Plan 2015

7.3. **Consistency with Community Outcomes**

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

Public spaces and facilities are plentiful, accessible and high quality

- There is a wide variety of public places and spaces to meet people's needs.
- There are wide-ranging opportunities for people to enjoy the outdoors.
- The accessibility of community and recreation facilities meets the changing needs of our community.

There is a strong sense of community within our District

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

There are wide ranging opportunities for people to contribute to the decision making that affects our District

- The Council makes information about its plans and activities readily available
- The Council takes account of the views across the community including mana whenua

7.4. **Authorising Delegations**

The Kaiapoi Tuahiwi Community Board have the delegation to approve taking the recommendations within this report.

WAIMAKARIRI DISTRICT COUNCIL REPORT**REPORT FOR DECISION**

FILE NO and TRIM NO: RES – 20 / 220907155458

REPORT TO: Kaiapoi-Tuahiwi Community Board

DATE OF MEETING: 19 September 2022

FROM: Grant Stephens, Design and Planning Team Leader Greenspace
Grant MacLeod, Greenspace Manager

SUBJECT: Memorial Seat : Chris Greengrass

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



Department Manager



acting Chief Executive

1. **SUMMARY**

- 1.1. The purpose of this report is to seek approval from the Board for the installation of a memorial seat and plaque to commemorate the late Chris Greengrass, previous Chairperson of the Kaiapoi-Tuahiwi Community Board and prominent community personality.
- 1.2. Current Board Chairperson, Jackie Watson, has been in communication with the family of Chris Greengrass who have put forward the suggestion of a memorial seat along the banks of the Kaiapoi River.
- 1.3. The cost of the seat, memorial plaque and installation will be funded by the Kaiapoi-Tuahiwi Community Board landscape budget and the Council will maintain the seat and plaque once installed. The capital cost is expected to be \$6,000.

2. **RECOMMENDATION**

THAT the Kaiapoi Tuahiwi Community Board:

- (a) **Receives** report Trim No. 220907155458.
- (b) **Approves** the installation of a seat to be located on the bank of the Kaiapoi River on the northern stop bank to the east of the Coast Guard (refer image 1, Section 4.1 in this report).
- (c) **Approves** up to \$6,000 being funded from the Kaiapoi-Tuahiwi General Landscape Budget to purchase and install both the memorial seat and plaque.
- (d) **Approves** Jackie Watson to work with the family of Chris Greengrass to formulate the inscription of the plaque.
- (e) **Approves** the design of the seat provided by Walkspace, which is a wooden slate bench with arm rests (refer to image in 4.2 of this report).
- (f) **Notes** that the ongoing maintenance and operational cost of the seat will revert to the Council along with renewal at time of replacement for the assets.

- (g) **Notes** staff will engage with Environment Canterbury for approval to situate the seat on the stop bank.

3. **BACKGROUND**

- 3.1. Chris Greengrass held a variety of community roles and had been a prominent figure in Kaiapoi. The following is a series of excerpts taken directly from Mayor Dan Gordon's speech from her funeral and outlines just how significant she was for the community:

“Chris Greengrass lived for and loved her community. And her community loved her.

A kind, caring, generous, selfless, genuine hard-working person with an infectious laugh and in everything she gave 110%.

Chris Greengrass' service to the community was longstanding. Her dedication and commitment to the community of Kaiapoi and Waimakariri was amazing.

There was a saying in Kaiapoi that if you wanted anything done, get Chris Greengrass to do it. And that saying was very true. Chris was involved at all levels, from grassroots to worker to governance leader for more than 20 years.

Chris had a long association with many community groups including the Darnley Club which as we many will know is a day care facility for the elderly. Chris worked as the Manager there for over 22 years and then transitioned to volunteer and for a number of years as the Chair, and as a consequence has been a passionate advocate for the elderly.

In response to the earthquakes of September 2010 and February 2011, Chris worked as a Team Leader for the Waimakariri Earthquake Trust, which involved working with individuals and families to see them supported immediately following the earthquakes and assisting them on the path to recovery.

Kaiapoi was proportionately badly damaged and Chris played an integral part in this specialist service particularly as she was a person whom the community trusted. Her guidance and support helped a significant number of people through their most trying times.

Chris was also an elected member of the Kaiapoi-Tuahiwi Community Board and served for the last 10 years including as Deputy Chair, and as Chair since the last election until health prevented her from continuing. Chris represented the Board on the Waimakariri Access Group, Kaiapoi and District's Historical Society, Kaiapoi Landmarks Team, Pines-Kairaki Beach Association and many working groups.

Chris was involved in supporting a large number of community events and helped establish “You Me We Us” which is now known as “All Together Kaiapoi” or “ATK”.

ATK is a group of volunteers who come together to organise a number of iconic events in Kaiapoi including the Kaiapoi Garden Competition, Waitangi Day celebrations, the Amazing Race and the Lantern Festival.

Chris served as Chair and did an amazing job leading and enthusing a very keen team. Her influence saw ATK encourage community involvement, camaraderie and enjoyment and helped increase a sense of connectedness between residents.

One of Chris' more recent achievements was establishing the Kaiapoi River Carnival along with other elected members.

With such a committed community person there are many other community organisations and sporting clubs to which Chris generously gave of her time and whose members have posted words of gratitude for her involvement.

Overall Chris loved people and epitomises everything meant by the word community”.

- 3.2. At a previous meeting, the Kaiapoi Tuahiwi Community Board discussed the possibility of a memorial for Chris Greengrass. Discussion was held to consider the most appropriate way to advance this and ensure that staff were understanding of the Boards thoughts. It was decided that Jackie Watson would liaise with the family of Chris Greengrass and identify a preference for the kind of memorial they would appreciate.

4. ISSUES AND OPTIONS

- 4.1. Chris' family was approached about the installation of a memorial and have suggested that a seat along the Kaiapoi River would best suit. Greenspace staff spoke with Jackie Watson regarding a site on the river and it was suggested that an area on the northern stop bank to the east of the Coast Guard would have a nice view looking back to the library with the mountains in the background. The orange circle below shows the approximate location although staff would work with the family to identify the exact spot.



Image 1: Map showing potential location of seat



Image 2: View from potential location back towards the library and mountains.

- 4.2. Staff have looked at the existing seating within the Kaiapoi Marine Precinct and recommend that the seat chosen match those within this adjoining space. These are provided by Walkspace and look like the below seat. A plaque would be installed on the seat commemorating Chris Greengrass.



Image 3: Proposed seat style

- 4.3. While memorials provide a special means in which to remember local people, places and events there are a number of matters that need to be considered prior to installing. These include ensuring the memorials are appropriate in location and design, will not add unnecessarily to the ongoing maintenance of parks, not pose a high risk of being damaged or vandalised and not adversely affect the safety of visitors to the reserve.
- 4.4. When considering a request for the placement of a memorial, Council considers the following matters as part of its operating procedures:
- (a) The relevance of the memorial to local history and identity;
 - (b) The type, size, scale and potential location;
 - (c) Potential impacts on the primary purpose of the park;
 - (d) How the construction and installation of the memorial will be funded;
 - (e) The ongoing maintenance requirement and potential for vandalism and theft.
- 4.5. Council staff have selected the proposed memorial seat against these categories and the results of this assessment are listed below:
- 4.5.1. **The relevance of the memorial to local history and identity;**

As noted above Chris Greengrass lived for and loved her community. And her community loved her. She was a kind, caring, generous, selfless, genuine hard-working person with an infectious laugh and in everything she gave 110%. Chris Greengrass' service to the community was longstanding. Her dedication and commitment to the community of Kaiapoi and Waimakariri was amazing.

There was a saying in Kaiapoi that if you wanted anything done, get Chris Greengrass to do it. And that saying was very true. Chris was involved at all levels, from grassroots to worker to governance leader for more than 20 years. Chris had a long association with many community groups including the Darnley Club which as we many will know is a day care facility for the elderly. Chris

worked as the Manager there for over 22 years and then transitioned to volunteer and for a number of years as the Chair, and as a consequence has been a passionate advocate for the elderly.

4.5.2. The type, size, scale and potential location;

Council has endorsed the installation of appropriate park furniture to enhance park visitor enjoyment of our spaces. The proposed seat is of the same design and materials as the existing seats in our marine precinct and will have a plaque attached to honour the memory of the Chris Greengrass. The location looks back towards the main township and areas where she worked hard within and for her community.

4.5.3. Potential impacts on the primary purpose of the park;

The memorial is proposed to be located on the stop bank adjacent to the main pedestrian access route. This is consistent with other Waimakariri District beaches which have seats of this design installed in similar locations. The purpose of this reserve/walkway is to provide access from the coastal walkway into Kaiapoi. This memorial fits the location and is of an appropriate size and scale that will not impact on the primary purposes of the reserve. Adjacent to a pedestrian access way, provision of seating is an appropriate addition. From this seat one can passively enjoy the environment with splendid views from an elevated position.

4.5.4. How the construction and installation of the memorial will be funded;

The memorial construction and installation is to be funded through the Kaiapoi-Tuahiwi General Landscape budget with operational costs then to be transferred to the Council.

4.5.5. The ongoing maintenance requirement and potential for vandalism and theft;

One of the key aspects of a memorial is its enduring nature. For this reason memorials need to be of a robust construction that is durable and is resistant to vandalism. Families find it upsetting if there is damage to a memorial or if it cannot be maintained to their expectations. For these reasons, staff recommend a memorial which is of a simple design and is easily maintained.

4.5.6. Summary

Overall this proposal will allow for Chris to be appropriately memorialised. It is considered that the scale, size and location chosen are fitting. Staff wish to ensure that the memorial design is an enduring memorial for family, friends and the community as a valuable asset for the enjoyment and use for many years to come.

Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report. The provision of seating along our pathways encourages active use of our spaces and improves accessibility for those who cannot walk as far. Staff believe that the seat style and location will serve to enhance public use and enjoyment of the space in a positive way as well as memorialising a prominent public figure of Kaiapoi.

- 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 groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. Chris was active in a number of groups in the Kaiapoi and surrounding district. This proposal has been discussed with the family of Chris Greengrass and if approved staff will inform the known groups of the seat location and approximate timing of its installation.

5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. The wider community has not been consulted as staff believe that the seat will serve to enhance public use and enjoyment of the space in a positive way as well as memorialising a prominent public figure of Kaiapoi.

6. **IMPLICATIONS AND RISKS**

6.1. **Financial Implications**

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

There is available funding within the Kaiapoi Tuahiwi General Landscape fund to support the purchase and installation. Ongoing operational costs can be covered under existing Greenspace budgets.

Staff have spoken to the supplier of these seats who has given a price of \$4,000 for the seat. Staff estimate that installation and an appropriate plaque would likely add an additional \$2,000 to this cost. Therefore the overall cost will be approximately \$6,000.

6.2. **Sustainability and Climate Change Impacts**

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

Risk Management - There risks arising from the adoption/implementation of the recommendations in this report. This memorial seat will contribute an additional park asset that is of a design that will require minimal maintenance over its life span. The Council will own the asset and therefore will be required to depreciate this asset over its life span in order to have sufficient funding to have it replaced in the future.

The installation of this seat as a memorial passes the criteria Council staff apply to such requests and so its installation does not pose a risk of setting unwanted precedent for future memorial requests.

- 6.3. **Health and Safety** – There are health and safety risks arising from the adoption/implementation of the recommendations in this report because this would lead to work being undertaken within a publically accessible reserve. If approved, the health and safety of any contractor would be managed by the Waimakariri District Council Greenspace Team who would work with the group to ensure this was done in a safe and appropriate manner including appropriate health and safety plans (Site Specific Safety Plan - SSSP) along with any required Traffic Management Plans for review by the project manager prior to construction beginning on site.

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

Reserves Act 1977

7.3. Consistency with Community Outcomes

- The Council's community outcomes are relevant to the actions arising from recommendations in this report. There is a safe environment for all.
- There is a healthy and sustainable environment for all.
- There are areas of significant indigenous vegetation and habitats for indigenous fauna.
- The community's cultures, arts and heritage are conserved and celebrated.
- Public spaces and facilities are plentiful, accessible and high quality.
- The distinctive character of our takiwā - towns, villages and rural areas is maintained
- People are friendly and caring, creating a strong sense of community in our District.

7.4. Authorising Delegations

Delegations to Community Boards includes the following:

Delegated authority on matters in the Community area in accordance with Council policies and guidelines in respect of the following matters:

Approving, on behalf of the Council as landowner, proposed developments or activities on parks, reserves and waterways and within existing budgets; Approving consultation plans for new developments on parks, reserves or waterways which may include planting plans and play equipment.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV – 26-08-06 / 220908156055

REPORT TO: KAIAPOI – TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 19 September 2022

AUTHOR(S): Tori Stableford, Landscape Architect

SUBJECT: Raymond Herber Sculpture Location

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

General Manager



acting Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to seek approval from the Kaiapoi-Tuahwi Community Board on behalf of the Waimakariri Public Arts Trust (WPAT) for the location of a Raymond Herber sculpture in the Silverstream Esplanade Reserve.
- 1.2. The Kaiapoi–Tuahwi Community Board has previously approved \$10,000 from the General Landscaping budget for the installation of the Raymond Herber sculpture once a location has been approved. Installation of the sculpture will be managed by Council's Greenspace Team.
- 1.3. The sculpture will be purchased and owned by the Waimakariri Public Arts Trust and ongoing maintenance, once installed, will be the responsibility of the Waimakariri Public Arts Trust.
- 1.4. The proposed location at Silverstream Esplanade Reserve has been discussed and approved by the Waimakariri Public Arts Trust and Greenspace staff.

2. RECOMMENDATION

THAT the Kaiapoi – Tuahwi Community Board:

- (a) **Receives** Report No. TRIM 220908156055.
- (b) **Notes** that the proposed location of the sculpture at Silverstream Esplanade Reserve has been agreed between the Waimakariri Public Arts Trust and Greenspace staff.
- (c) **Approves** the location within Silverstream Esplanade Reserve upon a low mound North East of the central path (as shown on page 5) for the installation of the Raymond Herber sculpture.
- (d) **Notes** that Greenspace staff will undertake the installation of the sculpture, and WAPT will own and maintain the sculpture.
- (e) **Notes** that the Kaiapoi–Tuahwi Community Board has previously allocated \$10,000 from the General Landscaping Budget towards the installation of the sculpture.

3. **BACKGROUND**

- 3.1. In November 2021 Board members contacted Greenspace staff to notify them that the Waimakariri Public Arts Trust (WPAT) have approved the donation of \$10,000 for a four metre high Raymond Herber sculpture named 'Wind swept tree', and requested staff investigate a suitable location for the sculpture (image of sculpture shown below).



Raymond Herber 'Wind Swept Tree'

- 3.2. Staff made contact with the artist, Raymond Herber, about the 'Wind Swept Tree' sculpture to establish an understanding of the artistic intent of the sculpture including materials, installation, and the ongoing maintenance required. From this discussion staff understand that the sculpture would be best positioned where there is empty space behind it to create a silhouette against an open sky, as seen in the example image above.
- 3.3. Raymond Herber, identified that the standard design of the sculpture is around four metres tall, however the WPAT may choose a preferred height prior to construction. Raymond Herber, also suggested that while choosing a location it would be best to consider not only the view behind the sculpture but also a site where the sculpture can be orientated so it appears as being blown by the prevailing wind, and placed at 90 degrees to the viewer for full sculpture visibility.
- 3.4. Raymond Herber explained that the sculpture would be made of thick mild steel, with the intent of weathering naturally in the environment and it is therefore expected to rust over time. Although this process would take some time staff kept this in mind while looking at location options given that Kaiapoi and the surrounding area is a coastal landscape. Raymond Herber, suggested that if the Arts Trust wished to slow the weathering process the sculpture would require oiling once per year, or to stop the rusting process completely the sculpture could be painted in a chosen colour.

- 3.5. The sculpture would be constructed with a fixing plate at the base and fixed to a one to one and a half metres reinforced concrete tapered rectangular plinth depending on the final chosen height of the sculpture. Raymond Herber, suggested that Greenspace staff liaise with him while the sculpture is being constructed to ensure the base and fixing plate are designed cohesively.
- 3.6. In March this year the Board approved the allocation of \$10,000 towards the implementation of the Raymond Herber 'Wind swept tree Sculpture' from the Kaiapoi – Tuahiwi General Landscaping Budget.
- 3.7. The Board has previously expressed a desire that the sculpture be placed in a prominent position where it is visible from the motorway. While staff agreed that it would be good to place the sculpture in a location where it is visible they raised concern that placing the sculpture close to the motorway would have significant challenges due to most of this land is owned by NZTA who traditionally do not like structures within the road corridor. Staff therefore continued to investigate other locations, some of which were identified by the board and others which staff felt may be appropriate for consideration.

4. ISSUES AND OPTIONS

- 4.1. Staff investigated the potential locations for the sculpture and assessed each location for suitability, these locations included:
1. Skewbridge Road
 2. Pines beach, beach access (within sand berm)
 3. Kairaki Beach Carpark Reserve
 4. Entrance to Normal Kirk Reserve
 5. Williams Street, Kaiapoi. Railway Reserve East
- 4.2. Staff assessed each of these locations for suitability and developed a memo for the WPAT discussing each option. Within this memo staff suggested that based on the location assessments Kairaki Beach Carpark Reserve, would be the best location for the sculpture. Members of WPAT discussed the locations and agreed that of the options presented Kairaki Beach Carpark Reserve would be the best, however requested staff investigate an additional location option alongside Ohoka Road within Silverstream Esplanade Reserve. Members of the WPAT felt that the Silverstream Esplanade Reserve location would offer better visibility for enjoyment by the community.
- 4.3. In order to compare the suitability of Kairaki Beach Carpark Reserve against Silverstream Esplanade Reserve, staff put together a weighted matrix. An image of each location can be seen below. Both sites were assessed against the following criteria in the weighted matrix:
- Visibility
 - Traffic safety issues / Road safety
 - Site allowing for an open vista / skyline behind the sculpture
 - Site effects on the sculpture weathering process
 - Access for pedestrians to view the sculpture up close
 - The sculpture can be positioned so it appears to be blowing in the prevailing wind.



Silverstream Esplanade Reserve

- 4.4. Staff presented the results of the matrix to members of the WPAT for discussion and it was agreed that Silverstream Esplanade Reserve shows suitable attributes against the assessment criteria, and therefore is the preferred location by WPAT.
- 4.5. Following the WPAT meeting, in August this year staff met with Jackie Watson of the WPAT at Silverstream Esplanade Reserve to discuss a location to position the sculpture. The position suggested is shown in the image below.



Proposed sculpture location at Silverstream Esplanade Reserve

- 4.6. The position suggested for the sculpture within Silverstream Esplanade Reserve is upon a low mound North East of the central path in the reserve. This location was suggested as it enables visibility from Ohoka Road and the existing footpath network within the Reserve. Due to the reserve being lower in topography than Ohoka Road, placement upon the mound would raise the sculpture for better visibility.
- 4.7. Traffic safety is not considered to be an issue with the proposed location as the sculpture would be set back within the reserve and is not within the road berm. Staff have spoken with Council's Roading Team around the proposed location and they have no concern over this placement as it is far outside of the Ohoka Road clear zone and is unlikely to cause driver distraction based on where it is located.
- 4.8. Greenspace staff have also spoken with the Drainage Team who look after this area of stormwater management. They have confirmed that they have no concerns around its placement in this location and do not envision any issues.
- 4.9. The proposed location offers an open vista behind the sculpture, meeting the artistic design intent of Raymond Herber. The sculpture can also be placed to appear as if it is being blown by the prevailing easterly wind when viewed from both Ohoka Road and the footpath network in the Reserve.
- 4.10. Silverstream Esplanade Reserve is an inland location and therefore the weathering process of the sculpture will not be hastened. Ongoing maintenance of the sculpture will be the responsibility of the WPAT members.
- 4.11. Due to the existing footpath network within Silverstream Esplanade Reserve the sculpture can easily be accessed by pedestrians if members of the community wish to view the sculpture at closer proximity. A footpath connecting the existing network to the sculpture is not proposed at this time, however were a footpath connection requested a further report would be written to the board for approval.

- 4.12. As the Artwork is situated in a public place there is the risk that it may be subject to vandalism and/or graffiti. The sculpture is not expected to attract a significant amount of graffiti or vandalism in the proposed location and given the robust construction of the sculpture it is not anticipated to present significant issue.
- 4.13. As mentioned earlier in this report the Kaiapoi – Tuahiwi Board has previously allocated \$10,000 from the its General Landscaping Budget for the installation of the sculpture in a chosen location. Installation would include the installation of a concrete base, and the fastening of the sculpture to it. Discussion would be held with artist Raymond Herber prior to the sculpture being constructed to ensure that the base of the sculpture is designed for attachment to a concrete plinth. Were the entirety of the \$10,000 not required for installation the remaining balance would be returned to the General Landscaping budget for use in other future projects.
- 4.14. Once the Artwork is installed, ownership of the sculpture will be retained by WPAT. WPAT will therefore be responsible for any associated ongoing maintenance/operational costs. This will include cleaning/repairing any vandalism as required or deemed necessary.
- 4.15. All artwork has a lifespan and can slowly degrade over time especially when in an outdoor public space. There is a risk that in time, the sculpture may deteriorate and require restoration. Council staff recommend a revolving five year review period for this sculpture as an opportunity to identify any outstanding issues as well as to formally review the state of sculpture and determine whether a restoration or removal may be required. This would be done in conjunction with WPAT, Greenspace staff and the Community Board with the any decision resting with the Board.

4.16. **Implications for Community Wellbeing**

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

Art in public places contributes to the cultural wellbeing of the community. Art creates a sense of place and reflects our history and culture in a unique way. Public art works create conversation and reflection amongst the community and contribute to the diversity of our public spaces.

- 4.17. 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.

As Greenspace are seeking permission on behalf of WPAT, no correspondence has been entered with Te Ngāi Tūāhuriri hapū with regards to the location of this sculpture.

5.2. **Groups and Organisations**

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

The Waimakariri Arts Trust has donated \$10,000 for the Raymond Herber sculpture and therefore have a significant interest in this matter. Staff will work with the Waimakariri Arts Trust and the Board to determine a suitable location to ensure it is supported.

5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. Given that the sculpture is being proposed for a high profile public space it may generate some community interest. It is anticipated that the sculpture will add value to Silverstream Esplanade Reserve increasing the amenity and recreation opportunities for the community.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are financial implications of the decisions sought by this report. The Kaiapoi - Tuahiwi Community Board has previously allocated \$10,000 towards the installation of this sculpture. Were the entirety of the \$10,000 not required for the installation the balance would be returned to the Kaiapoi – Tuahiwi General Landscaping Budget for other projects.

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

6.2. **Sustainability and Climate Change Impacts**

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

6.3. **Risk Management**

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

- It is possible that members of the community may not like the sculpture or its location. It is hoped that this sculpture will generate conversation regarding Art however given its location and size it is unlikely to generate significant negative opinion or dislike where the location or installation will need to be revisited.
- With any public Art there is a risk of vandalism. This may mean that from time to time the Art work may need to be repaired or cleaned to maintain its condition. It is thought for this sculpture in this location it is likely to have a low risk of frequent vandalism.
- All art work has a life span and when exposed to the elements and can degrade over time. It is recommended that Council and WPAC assess the condition of the art work and its location every five years to ensure it continues to add value to the setting and serve its purpose. As this sculpture is within the stormwater management area there is a risk that flooding might surround the tree at times. There is a change in elevation of approximately 3m from the stream through to the sculpture so Staff are not concerned that this would be a regular occurrence and will ensure that the foundations are designed in a manner to withstand this risk as best as possible.
- There is also a risk that this sculpture could be climbed. The likelihood of this will not be known until it is on site. Staff will therefore need to monitor this and identify alternative options should this risk arise. One potential option would be to raise the plinth above the ground such as was achieved with the recently installed Karo Sculpture – thus lifting the ‘branches’ out of reach.

6.4. **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. Installation of the Art piece will be carried out by the Greenspace Unit to ensure that it is installed using the appropriate health and safety guidelines and does not present an ongoing risk to the public.

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 and the Reserves Act, and Greenspace staff will determine any specific legislation which is relevant and ensure that the installation falls within that legislation.

7.3. **Consistency with Community Outcomes**

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

There is a strong sense of community within our District;

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

Public spaces and facilities are plentiful, accessible and high quality, and reflect cultural identity;

- There is a wide variety of public places and spaces to meet people's needs
- There are wide-ranging opportunities for people to enjoy the outdoors
- The accessibility of community and recreation facilities meets the changing needs of our community
- Public spaces express the unique visual identity of our District.

There is a healthy and sustainable environment for all;

- People are connected to the natural world within the built environment.

The community's cultures, arts and heritage are conserved, developed and celebrated;

- There are wide-ranging opportunities to participate in arts and cultural activities.
- Public places and spaces provide opportunities for cultural expression and integrated arts.

People's needs for mental and physical health and social services are met;

- There are wide ranging opportunities to support people's physical health, social and cultural wellbeing.

The distinctive character of our takiwā – towns, villages and rural areas is maintained, developed and celebrated;

- The centres of our towns are safe, convenient and attractive places to visit and do business
- Our rural areas retain their amenity and character
- Public spaces reflect the distinct narratives, character and cultural identity of our takiwā.

7.4. **Authorising Delegations**

The Kaiapoi Tuahiwi Community Board have the delegation to approve the implementation of the Patchina's Walkway Concept Plan.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RDG-26/ GOV-26-08-06/ 220908156122

REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 19 September 2022

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

SUBJECT: Road Naming – Lime Developments Limited

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

Department Manager



acting Chief Executive

1. SUMMARY

- 1.1. This report seeks to rescind a decision made by the Kaiapoi Road and Reserve Naming Committee on 27 July 2015 to approve road names as part of an earlier stage of the Silverstream subdivision in Kaiapoi.
- 1.2. This was part of the development of 295 Island Road and 56 Silverstream Boulevard.

Attachments:

- i. Road Naming Information and Plan of the original subdivision. (Trim 220908156110)
- iii. Waimakariri District Council Policy for Road Naming. (Trim 120712043907)
- iii. Pre-approved Road Naming List for Kaiapoi. (Trim 150826123886)

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 220908156122
- (b) **Rescinds** the decision made by the Kaiapoi Road and Reserve Naming Committee on 27 July 2015 to approve the following road names (Riseley, Endacott and Fox) for a residential development of Silverstream subdivision, as the names are no longer required.
- (c) **Approves** the road names, noted in Recommendation B, to be added to the list of Pre-approved Road Names in Kaiapoi.
- (d) **Notes:** The Pre-approved Road Naming list of Kaiapoi will be updated to include these names accordingly.

3. BACKGROUND

- 3.1 It was initially envisaged by the original subdivision plan that the three roads would service higher density houses which would require naming. However with the new title plan being issued it has changed the design significantly which means that the previously approved road names are no longer required.

4. ISSUES AND OPTIONS

- 4.1. The road names were initially approved as part of the subdivision of 56 Silverstream Boulevard and 295 Island Road, Kaiapoi. There were six road names approved by the

Kaiapoi Road and Reserve Naming Committee, however only three of the names have been used so far.

- 4.2. The Council's policy for the naming of the roads states that in order to be named, a private road must have a minimum of four lots with access. With the new subdivision design implemented these aren't suitable as only two lots now have access to the right of ways.
- 4.3. As these road names are no longer required, it seems fitting that they be placed back onto the Kaiapoi list of pre-approved road names to be used by developers in the future.
- 4.4. The road name Endacott is named after the local identity and Kiwi League coach in the 1990's. Fox was named after the well-known Canterbury land surveyor and Riseley is named after the Methodist Minister who first took up to provide pensioner housing.
- 4.5. The names to be added to the list of pre-approved road names have been checked against the road name database and are not the same or similar to existing road names in the District.

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.

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 Kaiapoi-Tuahiwi Community Board has the delegated power on behalf of the council to approve the naming of new roads.



Scott Morrow

Rates Officer – Property Specialist

CERTIFIED COPY OF RESOLUTION

The Waimakariri District Council, at its meeting on 27 July 2015, passed the following resolution:

THAT the Kaiapoi Community Board Road and Reserves Naming Committee:

Approved the following names for new roads marked 1 to 6 on the subdivision plan for Resource Consent RC155153 for Silverstream Estates Ltd with the land parcels being developed are Lots 2011, 2012 & 5011 DP 471778 and Lot 1 DP 62400 being a part of 56 Silverstream Boulevard & 295 Island Road, Kaiapoi (Trim No. 150715109518):

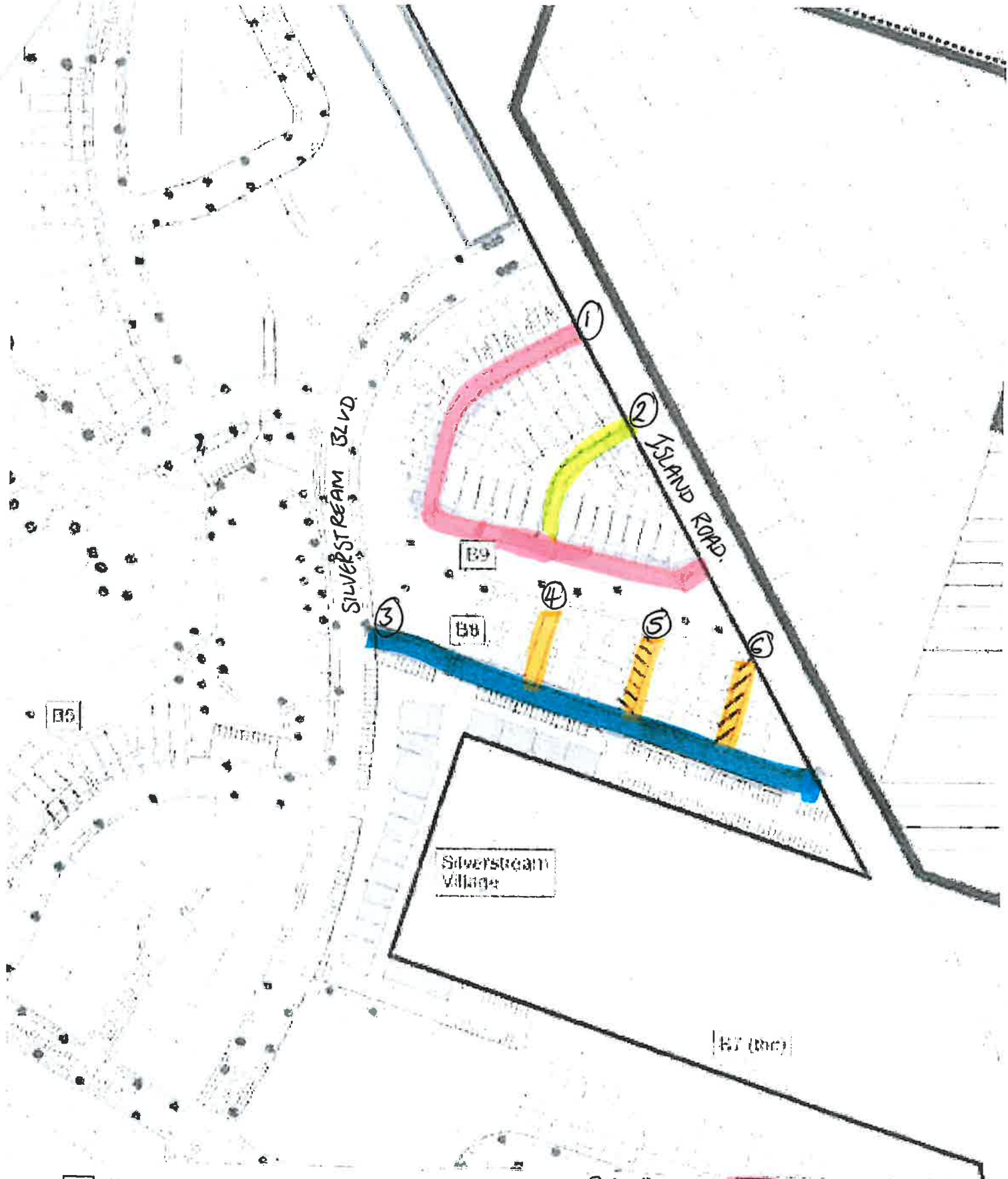
- 1. Greengrass Crescent
- 2. Becks Street
- 3. Wearing Lane
- 4. Riseley Way
- 5. Endacott Way
- 6. Fox Way

The Common Seal of the Waimakariri District Council was affixed hereto in the presence of:)
)
)
)



Mayor

Governance Manager



- Area in control of H Investments (NZ) Ltd
- Area under contract by H Investments (NZ) Ltd
- Area likely to be developed
- Balance of West Kalapoi development area

ROAD #

- 1 ORCHARD CRESCENT
- 2 BECKS STREET
- 3 WEARING LANE
- 4 R. SILEY WAY
- 5 ENDACOTT WAY
- 6 FOX WAY

WAIMAKARIRI DISTRICT COUNCIL
 - APPROVED APPLICATION -
 RC215238 & RC215239
 APPROVED by Authorised Officer
 Ian Carstens 7/10/2021



PHONE: 07 315 6669
 EMAIL: vip@vip.co.nz
 ADDRESS: PO Box 1905, Waiuku, Central Otago 9102
 WEB: www.vipdesign.co.nz

SUBJECT TO ALL NECESSARY COUNCIL & DEVELOPER APPROVALS.

CONTRACTOR TO VERIFY ALL DIMENSIONS & LEVELS AND TO OBTAIN NECESSARY PERMISSIONS FOR ANY WORK. DO NOT SCALE OFF DRAWINGS.

ALL DRAWINGS TO BE PRINTED IN COLOUR. ALL RIGHTS RESERVED. NO PART OF THIS WORK MAY BE REPRODUCED OR COPIED IN ANY FORM WITHOUT WRITTEN PERMISSION FROM VIP DESIGN.

- 3 BED CORNER SITE
- 2 BED FRONT SITE
- 3 BED ALTERNATIVE
- 2 BED REAR SITE
- 3 BED ALTERNATIVE
- 2 BED CUSTOM
- 3 BED CUSTOM



PROJECT DETAILS:	
SILVERSTREAM FOR MGH NC	
JOB # D0074	
ADDRESS: LOTS: 1000, 2015, & 5011 DP: 495162	
5 MITCHELL LANE, KAIAPOI	
DRAWING DETAILS:	
STAGE: PRELIMINARY DESIGN	VERSION: V4.0
DATE: 03.03.2021	SCALE: 1:600
D1.01	
LAYOUT PLAN	

PRELIMINARY CONCEPT ONLY
 THIS CONCEPT HAS NOT BEEN CHECKED FOR ACCURACY
 DO NOT PRICE OFF THIS CONCEPT
 DO NOT SIGN A CONTRACT ON THIS CONCEPT

DEVELOPMENT INFORMATION	
ADDRESS: 5 MITCHELL LANE	
ZONE: RESIDENTIAL 7	
SITE AREA: 4632 m ²	
SITE COVERAGE: 78%	
TOPOGRAPHICAL INFORMATION	
EARTHQUAKE ZONE: 2	
SHADOW ZONE: N/A	
EXPANSION ZONE: C	



Pre-approved Kaiapoi Road Name Ward List

As at 17 September 2013

Pre-approved Road Name	History
Balch	
Ballinger	Roy Ballinger was the most famous shooter in NZ history. Came out of retirement and won a bronze medal at the 1968 Mexico Olympics and also attended two other Olympic games, Munich and Montreal and was chosen for Moscow. Resident of Kaiapoi, for approx. 15 years The Ballinger name is usually known as Ian not Roy. Roy was his second name.
Bastings	Local early business owner
Baxter	ran the ferry with Jackson
Becks	Brothers Lesley & Clarence resided in Kaiapoi since 1920. Myrtle Becks service to St Johns Ambulance for over 30 years
Begg	
Bevan Wright	Kaiapoi Brass Band stalwart
Blackie	
Bowmaker	a sawyer and road builder
Brian	
Bristow	
Booker	shop owner in fifties and sixties
Brownlee	No not Gerry , but Arthur and family who own Kaikanui Hotel
Brundell	Alfred Brundell – local farming family
Bunker	shop owner in fifties and sixties
Checketts	
Ching	Early settler family
Cordla	
Courtier	
Crampton	Ian Crampton – local identity who worked at the Kaiapoi Woollen Mill
Croucher	Local family as per letter received by Board 16 April 2012
Donald	Cecil Donald – Farmed where Sovereign Palms is now situated
Dudding	Purchased George Jacksons Punt
Dudley	Dr Charles Dudley a town clerk and on Kaiapoi Roads Board
Eagleston	Early settler
Eckersley	first accountant in Kaiapoi, built a flax mill
Endacott	Local identity and Kiwis League coach in the 1990's
Engelbrecht	farmers to NW of Coutts Island
Fox	Well known Canterbury land surveyor
Greengrass	John Greengrass represented NZ in Rugby League
Greenwood	Mark & George – management at Kaiapoi Woollen Mills. George also served on the Kaiapoi Borough Council

Grimshaw	Local business family
Hamlett	Robert Hamlett – early settler arriving in 1851. Established the first hotel in Kaiapoi.
Hassall	Clarkville rugby
Hatchwell	shop owner in fifties and sixties
Hayman	J A Hayman was on the Council 1906
Heney	David Heney from Carrickfergus, Ireland, one of the early settlers in Kaiapoi arrived in the 1860s. He was a dairy farmer on Beach Road and prepared salted butter for export to England. [Beyond the Waimakariri : by D N Hawkins] Heney and Isaac Saunders were responsible for constructing Beach Road. [Kaiapoi : Pauline Wood] He was also a pioneer of Presbyterianism in the district. (there are 2 similar names in the district – Hegan Place in Rangiora and Henrys Ford Road Loburn)
Hopkins	Brothers were local wool & skin buyers and returned servicemen
Hudson	
Joseph	
Jury	Long established local family
Kennett	Local family lived on Giles Road in 1950's and 1960's
Kath Adams	Past Councillor, Board member and active resident with Kaiapoi
Kennett	
Kitt Brown	Kitt Brown, local identity
Knighton	
Levey	
Lipscombe	shop owner in fifties and sixties
Lintott	Bill Lintott, local bandmaster, Beverley Lintott local volunteer and worked at Corcoran French for over 30 years
McFellen	
McGarry	Crimea War Veteran and last full military funeral in Kaiapoi in 1912
McGregor	
McKee	Local doctor and councillor
McQuillan	
Mealings	Long time local residents (5 generations) with members working at the Woollen Mill and heavily involved in local sport
Merrin	named after Conway Merrin who lived many years on Island Road
Midgley	Shop owner and school teacher
Midland	Midland Bus Company operated in the Kaiapoi area from WWII to the early 1980's.
Mitchell	Family operated market garden on Giles Road
Norris	Chair of Eyre County Council
Ohapuku	original name of area between end Mill Rd and Ohoka
Pinkham	Local family

Pollard	J Pollard was on the Council 1928
Redmond	
Rice	
Riseley	Methodist minister who took up the challenge to provide pensioner housing.
Stonyer	Ohoka mill
Thew	C R Thew was on the Council 1950
Tuuta	Brendon Tuuta represented NZ in Rugby League. Russell Tuuta representative NZ Maori in Rugby League
Vermeulen	Hans Vermeulen of Kaiapoi Keep New Zealand Beautiful
Waverley	name of farm on cnr Mill Rd and Island Rd. Home of Charles Morgan Williams MP and farmer
Wearing	George Herbert Wearing, a tree-planting enthusiast, Kaiapoi Borough Councillor 1870s – 1880s, a boatbuilder, and later a hotel proprietor. An early Municipal Council, Mayor & on the Domain Board Served a term as Chair of the Kaiapoi Domain Board before its functions came under the control of KBC in 1894. A set of memorial gates, which were installed to mark the 50th Jubilee of the Domain in 1923, bear the name of G H Wearing, who had been responsible for most of the early tree-planting in the Domain at his own expense.
Woodford	Richard Woodford, former Councillor and flourmill owner

Disclaimer: All names submitted to the Kaiapoi Road Naming Committee for consideration are received in good faith. The Committee does not check spelling or history details. Errors will be accepted and corrected where possible.

Note: The family names of Pohio, Karaitiana and Tirakatene are referred to the Kaiapoi Community Board for consideration as future Reserve names.

POLICY

Roads and Streets

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

Roads and Streets

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.

Master List of Pre-approved Kaiapoi Road Names

Updated 22 July 2020

Pre-approved Road Name	History
Balch	
Bastings	Local early business owner
Begg	
Bevan Wright	Kaiapoi Brass Band stalwart
Blackie	
Bollington	(For Silverstream area) Mr Thomas Bollington arrived in the 1890s and was a farmer in Giles Road near the Silverstream subdivision. He died in 1914. Fred Bollington his son, took over the farm and later retired to Fuller St Kaiapoi. (Used in Silverstream stage 6)
Bowmaker	a sawyer and road builder. (Used in Ravenswood)
Brian	
Bristow	
Booker	shop owner in fifties and sixties
Braun	I have been both a Traffic Officer and Policeman for nearly 40 years in Kaiapoi and still live here, could a Street name be done in my name I prefer Karel or the surname Braun please. [Attended approximately 3000 accidents and 40 fatal accidents in the North Canterbury Area whilst on Duty].
Brownlee	No not Gerry , but Arthur and family who own Kaikanui Hotel
Brundell	Alfred Brundell – local farming family
Bunker	shop owner in fifties and sixties
Checketts	
Ching	Early settler family
Cordla	
Courtier	
Croucher	Local family as per letter received by Board 16 April 2012
Donald	Cecil Donald – Farmed where Sovereign Palms is now situated. (Used in Kaiapoi)
Dudding	Purchased George Jacksons Punt
Dudley	Dr Charles Dudley a town clerk and on Kaiapoi Roads Board
Eagleston	Early settler
Eckersley	first accountant in Kaiapoi, built a flax mill
Engelbrecht	farmers to NW of Coutts Island
Grimshaw	Local business family
Hamlett	Robert Hamlett – early settler arriving in 1851. Established the first hotel in Kaiapoi. (Used in Woodend)
Hatchwell	shop owner in fifties and sixties

Hayman	J A Hayman was on the Council 1906
Heney	David Heney from Carrickfergus, Ireland, one of the early settlers in Kaiapoi arrived in the 1860s. He was a dairy farmer on Beach Road and prepared salted butter for export to England. [Beyond the Waimakariri : by D N Hawkins] Heney and Isaac Saunders were responsible for constructing Beach Road. [Kaiapoi : Pauline Wood] He was also a pioneer of Presbyterianism in the district. (there are 2 similar names in the district – Hegan Place in Rangiora and Henrys Ford Road Loburn)
Hopkins	Brothers were local wool & skin buyers and returned servicemen
Hudson	
Joseph	
Joslen	(new roading west of Kaiapoi) Henry Willis Joslen brought his lot on Snyed Street in 1894, part of the original Dryden Sneyd subdivision. It was conveyed to his wife Alice in 1907. She remained living at the address for well over half a century. A son, also Henry Willis Joslen, died of wounds at Gallipoli in WWI. The property was conveyed to Alice's son Charles in 1942. Jack Blakeley Joslen owned property next door to the original section from 1951. Descendants of the Joslens remain living there to this day. (Used in Silverstream stage 6)
Jury	Long established local family
Kennett	Local family lived on Giles Road in 1950's and 1960's [duplicate]
Kath Adams	Past Councillor, Board member and active resident with Kaiapoi
Kennett	
Kitt Brown	Kitt Brown, local identity
Knighton	
Levey	
Lipscombe	shop owner in fifties and sixties
Lintott	Bill Lintott, local bandmaster, Beverley Lintott local volunteer and worked at Corcoran French for over 30 years
McFellen	
McGarry	Crimea War Veteran and last full military funeral in Kaiapoi in 1912
McGregor	
McKee	Local doctor and councillor (Used in Kaiapoi)
McQuillan	
Mealings	Long time local residents (5 generations) with members working at the Woollen Mill and heavily involved in local sport
Merrin	named after Conway Merrin who lived many years on Island Road
Midgley	Shop owner and school teacher
Midland	Midland Bus Company operated in the Kaiapoi area from WWII to the early 1980's.
Mitchell	Family operated market garden on Giles Road. (Used in Kaiapoi)
Naish	Long standing family in Kaiapoi. Family worked in railways, Kaiapoi

	freezing works, dux of Kaiapoi Borough School, presidents of Kaiapoi Lions, sports reps, electrical business, Kaiapoi Monograms, volunteer for Kaiapoi Community Trust.
Norris—	Chair of Eyre County Council. (Used in Mandeville)
Ohapuku	original name of area between end Mill Rd and Ohoka
Pinkham	Local family
Penney	The Penney family have been living in Kaiapoi since 1930's, and have owned property opposite Silverstream.
Pollard	J Pollard was on the Council 1928
Redmond	Kaiapoi Borough Councillor 1980-85, Kaiapoi Tuahiwi Community Board Member 2016-19, solicitor and partner in Corcoran French (formerly EJ Corcoran Son Thwaites and Brown) 1981-2017 council solicitors, life member KPA, Patron and life member Coastguard North Canterbury, foundation chair Kaiapoi Maritime Heritage Trust (formerly MV Tuho Kaiapoi Rivertown Trust) 2005-2020, honorary solicitor for numerous community groups and awarded Queens Service Medal for community service in 2019, Waimakariri District Councillor 2019 to current,(Kaiapoi Woodend Ward).
Rice	
Richards	The Richards family have been in (Kaiapoi) residence for a number of generations. Mrs Moody's parents have donated a South Island Rifle Championship medal plus six photographs relating to members of the family dating back to 1912
Stonyer	Ohoka mill
Thew	C R Thew was on the Council 1950
Tuuta	Brendon Tuuta represented NZ in Rugby League. Russell Tuuta representative NZ Maori in Rugby League
Vermeulen	Hans Vermeulen of Kaiapoi Keep New Zealand Beautiful
Waverley	name of farm on cnr Mill Rd and Island Rd. Home of Charles Morgan Williams MP and farmer
Wheeler	Family Albie, Nellie, Peter, Clive and David all living and working in Kaiapoi from the late 60s to early 90s. Community involvement included membership of the rugby, hockey and model aeroplane clubs, working men's club and competing in the Kane Shield during the 1980s.
Woodford	Richard Woodford, former Councillor and flourmill owner

Disclaimer: All names submitted to the Kaiapoi Road Naming Committee for consideration are received in good faith. The Committee does not check spelling or history details. Errors will be accepted and corrected where possible.

Note: The family names of Pohio and Karaitiana are referred to the Kaiapoi Community Board for consideration as future Reserve names.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR INFORMATION**

FILE NO and TRIM NO: GOV-26-08-06 / 220706114610

REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 19 September 2022

AUTHOR(S): Kay Rabe, Governance Advisor

SUBJECT: Summary of Discretionary Grant Accountability 1 July 2021 to 30 June 2022

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

_____ Department Manager

_____ acting Chief Executive

1. SUMMARY

- 1.1 The purpose of this report is to update the Kaiapoi-Tuahwi Community Board on the Board's Discretionary Grant applications for the 2021/22 financial year, including Accountability Forms received to date.

Attachments:

- i. Accountability Form (210603089875).
- ii. All Accountability Forms received for the 2021/22 Financial Year (Trim Ref: 220901150844).

2. RECOMMENDATION

THAT the Kaiapoi-Tuahwi Community Board:

- (a) **Receives** Report No. 220706114610.
- (b) **Notes** that of the \$7,570, which was allocated to the Board for the 2021/22 financial year, \$4,943 was distributed for events and projects within the community.
- (c) **Notes** \$2,627 which was carried forward to the 2022/23 financial will be added to the 2022/23 allocation of \$5,270, bringing the current financial year's a total to \$7,897.
- (d) **Circulates** a copy of this report to all other Community Boards for information.

3. BACKGROUND

- 3.1. The Council allocates the Kaiapoi-Tuahwi Community Board a set amount of funds to distribute, by application, to non-profit groups, registered charities and incorporated societies that have strong links to and benefit the communities of the Kaiapoi-Tuahwi area.
- 3.2. The allocation for the 2020/21 financial year was \$7,570. This amount was higher than the Council allocation due to previous carry-over funding and a reduced number of applications being received primarily related to the Covid-19 lockdown impacts on the community and social activity in the ward.
- 3.3 In keeping with the Council's Sustainability Policy, the attachments have been uploaded to the web and can be accessed through the Community Board page.

4. **ISSUES AND OPTIONS**

4.1. By 30 June 2022 the Board had considered 17 applications, of which eight were approved, four declined, and five applications were withdrawn due to the events being cancelled due to Covid restrictions.

4.2. The applications were as follows:

Group	Project	Amount granted	Month funds granted	Comments
Waimakariri Older Person's Expo Committee	Older Person's Expo	Nil	July 2021	Cancelled
Kaiapoi Toy Library	Bouncy Castle for Littlies	\$500	August 2021	Invoice paid: 20 September 2021 Awaiting Accountability
St Patricks PTA	Towards new junior playground	\$500	August 2021	Invoice paid: 20 September 2021 Accountability received: 30 June 2022
Reflections Community Trust	Light Party	Nil	October 2022	Withdrawn
It takes a Village Hub	Family Day	Nil	October 2022	Withdrawn
Cure Boating Club	Propellers for support craft	\$500	October 2022	Invoice paid: 15 December 2021 Accountability received: 10 January 2022
Life Education Trust	Delivery of Healthy Harold programme	Nil	October 2021	Declined
Pines Kairaki Beaches Association	Community Pantry	\$443	November 2021	Awaiting invoice
Clarkville Playcentre	Mud kitchen and ground cover	Nil	November 2021	Declined
Kaiapoi Borough School	Back to School Picnic	Nil	December 2021	Withdrawn
Pegasus Dragons Inc	Paddles	\$500	December 2021	Invoice paid: 9 February 2022 Awaiting Accountability
Kaiapoi Community Garden	New lawn mower	\$500	February 2022	Awaiting invoice
North Canterbury Pride	Picnic in Victoria Park	Nil	February 2022	Withdrawn

Group	Project	Amount granted	Month funds granted	Comments
Clarkville Playcentre	Mud kitchen	Nil	March 2022	Declined
Kaiapoi Pony Club	St John's Ambulance Fees	\$500	May 2022	Invoice paid: 2 June 2022 Accountability received 5 May 2022
Good Night Sleep Tight	Night packs for children	Nil	June 2022	Declined
All Stars Marching Teams	Training camp	\$500	June 2022	Invoice paid: 5 July 2022 Awaiting Invoice

- 4.1. At the time of writing this report, three Accountability Forms had been received. Reminder letters were regularly sent to the groups, with the last being sent in July 2022. Four Accountability Forms are outstanding, however, the All Stars Marching Teams only received funding in June 2022, and groups had six months to return their Accountability Forms from the date of the event/purchase occurring.
- 4.2. Kaiapoi Toy Library requested funds towards a bouncy castle geared for younger children. The Happy Hop Bounce n Slide has been a popular addition to the library's collection.
- 4.3. St Patrick's school PTA requested funding for a new playground for the junior students. The playground was completed in March and officially opened by the Mayor on 6 May 2022. The children are thrilled with their new playground, and the Board is named on the 'Sponsor Board'.
- 4.4. The Cure Boat Club requested funding for three propellers for their coaching boats. The Coaching boats are used three to five times a week to coach and support rowers on the water, which is a safety requirement. By funding the propellers, the Board has helped the Club to adhere to its responsibilities in providing a safe environment for the 46 active rowers plus the Coaches and boat drives.
- 4.5. The Kaiapoi Pony Club requested funding to assist in the cost of providing St John Ambulance coverage at its one-day event in June. The event had over 160 competitors, over 40 volunteers and approximately 200 spectators on the day. The Club would like to thank the Board for assisting in providing this essential service for a very successful event.
- 4.6. There are implications on community wellbeing by the issues and options that are the subject matter of this report as the funding allocated to community groups and for community events increased the general feeling of wellbeing within various communities.
- 4.7. The Management Team has reviewed this report and supports 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**

No groups and organisations are likely to be affected by or have an interest in the subject matter of this report. However, it should be noted that the Board's Discretionary Grant fund assisted community groups and organisations in achieving community-based programmes.

5.3. **Wider Community**

The wider community is not likely to be affected by or be interested in this report's subject matter. However, the funding allocated to community groups and for community events increased the general feeling of wellbeing within the Board's community.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

The 2021/31 Long Term Plan includes budgetary provision for the Kaiapoi-Tuahiwi Community Board to approve grants to community groups up to \$5,270 in the 2021/22 financial year. An unspent amount of \$2,300 was carried forward from the 2020/21 financial year, thereby bringing the Discretionary Grant Fund to \$7,570 for the 2021/22 financial year.

The Board allocated \$4,943 of this funding to community groups and organisations during the 2021/22 financial year, with the remaining \$2,627 being carried forward to the 2022/23 financial year and added to the 2022/23 allocation of \$5,270, bringing the current financial year's total to \$7,897.

Groups must complete and return an Accountability Form to be eligible for future funding.

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**

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**

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

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

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

7.4. **Authorising Delegations**

It is a delegation of the Board to distribute this fund as per clause 12 of the delegations to Community Boards, S-DM 1041.

GOVERNANCE

Kaiapoi-Tuahiwi 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:

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 FOR DECISION**

FILE NO and TRIM NO: GOV-01-11 / 220826147285

REPORT TO: COUNCIL

DATE OF MEETING: 6 September 2022

AUTHOR(S): Sarah Nichols, Governance Manager

SUBJECT: Adoption of Policy – Briefings and Workshops

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

General Manager



acting Chief Executive

1. SUMMARY

1.1. This report seeks the approval of the Council to adopt the Policy in relation to Briefings and Workshops.

Attachments:

i. Briefings and Workshops to Elected Members (Trim 220603094363).

2. RECOMMENDATION

THAT the Council:

- (a) **Receives** Report No. 220826147285.
- (b) **Adopts** the Policy on Briefings and workshops (Trim 220603094363), effective immediately.
- (c) **Circulates** a copy of this report and Policy to the Community Boards for reference.
- (d) **Notes** this Policy will be conveyed to the new term elected members through the induction process.

3. BACKGROUND

3.1. As part of ongoing best practices, a review of how briefings and workshops are conducted occurred in June 2022. Consideration of seeking improvements of efficiency of delivery and public transparency were key factors in the review.

4. ISSUES AND OPTIONS

- 4.1. The proposed Policy provides clearer guidance for both elected members and staff on the process, expectations and transparency of briefings and workshops.
- 4.2. The Policy is aimed at non-decision making meetings that occur with elected members at Council, Committee or Community Board level.
- 4.3. The Policy is consistent with the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.
- 4.4. It is recommended that this policy be reviewed by August 2023 and every two years thereafter.

Implications for Community Wellbeing

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

- 4.5. 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 likely to be affected by, or to have an interest in the subject matter of this report as the improvements to the business practices of the Council assist with greater transparency of information available to all.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

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

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 Official Information and Meetings Act 1987.

7.3. Consistency with Community Outcomes

The Council's community outcomes are relevant to the actions arising from recommendations in this report. People have opportunities for being informed.

7.4. Authorising Delegations

The Council has delegation of matters related to elected members and policy setting.

Briefing and Workshop Sessions to Elected Members

1. Purpose

This policy establishes clear guidelines for the conduct of elected member briefings and workshops.

This policy provides a framework for the orderly and proper conduct of elected member briefings and workshops and aims to increase transparency around the council decision making process in line with the principles of good governance. This policy is consistent with the Local Government Act 2002 (LGA) and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

2. Scope

This policy applies to all elected members (Mayor, Councillors and Community Board Members) and Council employees that attend and participate in briefing sessions and workshops including staff that contribute towards the decision making process.

3. Statement

3.1. Background

This policy provides direction and leadership to elected members and council staff on the purpose, conduct and value of briefing sessions and workshops. The Council has an obligation to report, explain and be answerable for the consequences of decisions it makes on behalf of the community it represents. Transparent meeting procedures in the lead up to the council decision-making process ensure greater public confidence.

Briefings and workshops can occur at Council, Committee or Community Board meeting levels.

3.2. Briefing Sessions

Briefing sessions provide a valuable opportunity to enhance the understanding of matters and to sound out potential options that will assist with informing future staff reports that the Council will consider in their future decision making process. Briefing sessions will not be constrained by Standing Orders. The briefing sessions are a forum for the Chief Executive and council staff to address any elected member questions and provide additional background on matters of interest to the Council. No decision making or voting takes place at briefing meetings. Briefing sessions are public excluded meetings, whereby the discussion is restricted to the parties in the Chamber/room. Briefing sessions occur with consideration given to LGOIMA and reasons for excluding the public. Briefing sessions are not advertised in newspapers.

Specifically, briefing sessions provide a forum for:

- a) Elected members to be fully informed on complex matters that will allow for more effective discussion and debate during subsequent formal meetings;
- b) Presentations by an external party may occur where deemed appropriate by the Chief Executive and/or Mayor and where a decision is not required.

Bullet point type meeting notes of the general discussion will be taken by Governance staff during a briefing and recorded in Trim. It is possible that briefing notes could be released, upon requests under LGOIMA with any such request considered on a case by case basis and subject to LGOIMA.

Refer to Appendix A and B for LGOIMA reasons for excluding the public from a briefing session and reasons to withhold information.

3.3. Workshop Sessions

Workshop sessions are a process for elected members, staff and where required, external parties to collaborate and develop or advance proposals such as masterplans with the organisation on topics of strategic importance and collectively develop proposals prior to the formal decision-making process commencing. Workshop sessions are open to the public. Workshops will not be constrained by Standing Orders. Workshops will be advised via an agenda of a formal meeting (when time permits), and listed on the Council website under the meeting schedules, however will not be advertised in newspapers. Notification of a workshop may occur in an agenda if the workshop immediately follows the conclusion of a formal meeting.

Examples of workshops include:

- a) discussions to determine strategic priorities;
- b) the development of budget planning for the coming financial year;
- c) the initial development of a new Planning Scheme; and
- d) initial input into the development or review of a Council Policy

While workshops are not formal decision-making forums they may be used as the basis for staff to develop a more firm proposal which will be considered formally by the Council, Committees or Community Boards in the future.

Where a report is presented to the Council or Committee or Community Board that has been in part developed by collaborating in a workshop, it will be a requirement to note this in the 'Community Views' section of the report template.

Bullet point type meeting notes of the general discussion will be taken by Governance staff during a workshop and recorded in Trim. These notes will also be recorded in the next agenda of that meeting group.

3.4. Schedule

Regular elected member briefings and workshops shall be held in accordance with the Waimakariri District Council Meeting Schedule on a monthly basis with the Council. Notification and diary commitments will be provided to elected members with the agenda being provided five days prior to the meeting

The Mayor or Chief Executive may call additional briefing and workshop sessions for the Council as deemed necessary for the discussion of emerging matters, in consultation with the General Manager of the department with expertise. Scheduling of such additional meetings will be undertaken by the Governance team.

If a member of the Management Team believes it is necessary to schedule a briefing or workshop with the Council outside of the scheduled sessions, the relevant General Manager shall liaise with the Chief Executive who shall decide whether to call an additional briefing or workshop.

If a member of the Management Team believes it is necessary to schedule a briefing or workshop with a Committee or Community Board outside of the scheduled sessions (which is often held after the conclusion of a formal meeting), the General Manager shall liaise with the Portfolio holder/Committee Chair and/or Community Board Chair who shall decide whether to call an additional briefing or workshop.

3.5. Participants

Briefing sessions and workshops are not formal meetings of the Council. All workshops are open to the public. Briefing sessions are not open to the public unless otherwise specifically invited. There is no livestreaming of briefings or workshop meetings.

While no quorum is required, briefings and workshops of Council and Committees are open for attendance by the Mayor, all Councillors and all General Managers. For Community Board briefings or workshops, attendance is open to the Board, any Councillor, the Mayor or General Manager. In order to make the best use of time, resources and people, the Chief Executive shall determine what council staff are required to attend any given meeting. Only staff with a direct connection to the subject matter of a briefing shall be present at the time. A register of attendance will be recorded to support transparent and accountable processes. External persons may attend a briefing upon invitation from the Mayor, Chair or Chief Executive. If an external person (for example a consultant, contractor or guest) is to be present at a briefing the person's name, title and company shall be included on the agenda and notes. The external person shall only be present at the briefing during discussion of the item for which their name appears next to on the agenda and their participation/expertise is required.

3.6. Co-Ordination

The Governance Team shall coordinate the agenda of all briefings or workshops. Workshops and briefings may be facilitated by Council staff, elected members or external parties.

The Governance Team shall assume responsibility for the good governance and order of the meeting and is responsible for determining the order of business of the agenda, in conjunction with the Chair and General Manager of the meeting.

The relevant Chair or General Manager shall introduce each session, introducing the purpose for the briefing or workshop and the presenter/facilitator.

Requests for a briefing or workshop for the Council, Committees or Community Boards must be submitted on the appropriate request form (QD GOV Form 014 or 015) by staff and submitted to the Governance Team for processing. Before any form is submitted, consideration must be given to the most appropriate means of delivery of information to the elected members. ie a memo or report verse workshop or briefing session. If a briefing is requested, the submitter must stipulate on the form the reasons for a briefing in compliance of LGOIMA. All request forms must be signed/approved by the department General Manger before submission to the administrators of the Governance Team.

The Management Team/Chief Executive, in consultation with the Mayor, will consider and approve all briefings and workshops presented before the Council. The supporting General Manager of a Committee, in conjunction with the Committee or Community Board Chair will consider and approve all briefings and workshops considered before the particular Committee or Community Board prior to agenda finalisation.

3.7. Administration

The Management Team/Chief Executive, in consultation with the Mayor, will determine matters to be presented to briefings or workshops to the Council.

The types of matters deemed appropriate for consideration include matters that are:

- a) of particular strategic significance for Council;
- b) involve notable community engagement, impact or concern;
- c) involve complex procedural, legal or factual considerations; or
- d) the Chief Executive considers appropriate for an elected member Briefing or workshop.

A copy of the agenda and any briefing notes/attachments shall be circulated to elected members electronically a minimum of five (5) days prior to the meeting. In exceptional circumstances, where a meeting is convened at short notice outside of the regular schedule, briefing material is to be provided at the earliest opportunity. Where external presenters are providing material, best efforts are to be made to have briefing material in advance, in-line with the above provisions. For each agenda item, the agenda shall state the title of the item, the name of the person who will lead the discussion, the time allotted to each agenda item and whether the item is a Briefing Session or Workshop.

In planning and conducting the briefing or workshop, presenters are able to take the material circulated to elected members with the agenda as read. Presenters are to clearly present the purpose, key points and summary of next steps and to ensure that at least half of the allotted time is set aside for discussion and questions from the elected members.

Presentations and background material presented as part of a briefing or workshop that is confidential in nature shall be clearly marked 'CONFIDENTIAL/PUBLIC EXCLUDED' by the staff preparing the material.

Matters arising from briefings or workshops will be recorded with a response regarding the outcome provided to elected members if required. Where the matter arising relates to the business of an upcoming Council meeting the response will be provided prior to the commencement of the Council meeting. All presentation material will be recorded in Trim, whether a briefing or workshop presentation.

To demonstrate and support a transparent decision making process, notes from briefing sessions and workshops are circulated to members as soon as practical.

Notes are required to include:

- a) the name of each elected member who attended the meeting;
- b) other persons (e.g. members of the public, council staff) who attended the meeting, other than elected members;
- c) the matters discussed at the meeting;
- d) any conflicts of interest declared;
- e) a copy of presentation material provided during the briefing (including slide decks, handouts etc. but not confidential documents); and
- f) any matters arising as a result of the discussion.

3.8. Roles and Responsibilities

Elected members are obliged to comply with the local government principles including 'transparent and effective processes, and decision-making in the public interest' and should refrain from preconceived views, consensus building or making formal or implied decisions during briefings and workshops.

Employees are obliged to provide sound and impartial advice during briefings and workshops consistent with their responsibilities outlined in the Local Government Act 2002.

4. Confidentiality

It is accepted that elected members will be in receipt of confidential information that may or may not be part of a formal Council meeting. Elected members must use Council information in such a way that promotes and maintains the public's trust and confidence in the integrity of the local government. The release of confidential information is prohibited by the Local Government Act 2002.

Elected members and Council staff have a responsibility to ensure that such information is treated confidentially, so as not to harm, prejudice or compromise the interests of Council or any individual or organisation, or enable any individual or organisation to gain a financial advantage.

5. Conflicts of interest

During a briefing session or workshop elected members should declare conflicts of interest on any matters being discussed in accordance with the relevant provisions of the Local Government Act 2002 and Standing Orders (Trim 200819107406).

An elected member who has a Conflict of Interest in a matter to be addressed in a briefing or workshop cannot attend the meeting for that agenda item unless approved by the Mayor or Chief Executive, ensuring no legal conflict.

This requirement recognises that discussion at briefings and workshops may influence elected members when deciding a matter at a Council meeting.

These declarations will be recorded in the notes to ensure that a transparent and effective process is maintained and the ethical and legal behaviour of elected members and staff is upheld.

6. Responsibilities

- 6.1. This Policy establishes a clear operating framework to ensure that the Council meets the requirements of accountability and transparency associated with conduct of briefing sessions and workshops.
- 6.2. The effectiveness of this Policy should be reviewed on each occasion where there is a significant change to the structure of the Council, Committee and Community Board meetings to ensure elected member Briefings and Workshops remain as the most effective forum.
- 6.3. This document would be reviewed by the Council and administered by the Governance Manager.

7. Definitions

Briefing – Public Excluded

Workshop – Open to the public

LGOIMA – Local Government Official Information and Meetings Act 1987.

8. Questions

Any questions/queries regarding this Policy should be directed to the Governance Manager in the first instance.

9. Relevant documents and legislation

- Local Government Official Information and Meetings Act 1987
- Local Government Act 2002 and Amendment Act 2014 (noting sections 76-81 good decision making)
- Privacy Act 2020
- WDC Charter (being developed in November 2022)
- Code of Conduct
- Standing Orders (Conflicts of Interest)
- Local Authorities Members' Interests Act 1968
- Local Government (Pecuniary Interests Register) Amendment Act 2022.

10. Effective date

7 September 2022.

11. Review date

1 August 2023 followed by 2025.

This Policy establishes a clear operating framework to ensure that Council meets the requirements of accountability and transparency associated with conduct of briefing sessions and workshops.

The effectiveness of this policy should be reviewed on each occasion where there is a significant change to the structure of the Council, Committee and Community Board meetings to ensure elected member Briefings and Workshops remain as the most effective forum.

12. Policy owned by

Governance Manager, Finance and Business Support.

13. Approval

Approved:

Once Approved Insert
Signature In Place Of This Text

Chief Executive
Waimakariri District Council

Date: 7 September 2022.

DRAFT

APPENDIX A

To Request a Briefing before the Council, Committee or Community Board, it must meet the test of reasoning to exclude the public from the meeting, under the Local Government Official Information and Meetings Act 1987.

Right of local authorities to exclude public

- (1) Subject to subsection (3), a local authority may by resolution exclude the public from the whole or any part of the proceedings of any meeting only on 1 or more of the following grounds:
- (a) that the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist,—
 - (i) where the local authority is named or specified in Schedule 1, under section 6 or section 7 (except section 7(2)(f)(i));
 - (ii) where the local authority is named or specified in Schedule 2 of this Act, under section 6 or section 7 or section 9 (except section 9(2)(g)(i)) of the Official Information Act 1982;
 - (b) that the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information the public disclosure of which would—
 - (i) be contrary to the provisions of a specified enactment; or
 - (ii) constitute contempt of court or of the House of Representatives;
 - (c) that the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to that local authority by an Ombudsman under section 30(1) or section 38(3) of this Act (in the case of a local authority named or specified in Schedule 1) or under section 30(1) or section 35(2) of the Official Information Act 1982 (in the case of a local authority named or specified in Schedule 2 of this Act);
 - (d) that the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in any proceedings to which this paragraph applies.
- (2) Paragraph (d) of subsection (1) applies to—
- (a) any proceedings before a local authority where—
 - (i) a right of appeal lies to any court or tribunal against the final decision of the local authority in those proceedings; or
 - (ii) the local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings; and
 - (b) [Repealed]
 - (c) any proceedings of a local authority in relation to any application or objection under the Marine Farming Act 1971.
- (3) Every resolution excluding the public from any meeting shall be in the form set out in Schedule 2A and shall state—
- (a) the general subject of each matter to be considered while the public is excluded; and

- (b) the reason for the passing of that resolution in relation to that matter, including, where that resolution is passed in reliance on subsection Part 7 s48 Local Government Official Information and Meetings Act 1987 (1)(a), the particular interest or interests protected by section 6 or section 7 of this Act, or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings in public; and
 - (c) the grounds on which that resolution is based (being 1 or more of the grounds set out in subsection (1)).
- (4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)—
- (a) shall be available to any member of the public who is present; and
 - (b) shall form part of the minutes of the local authority.
- (5) A resolution pursuant to subsection (1), may also provide for 1 or more specified persons to remain after the public has been excluded if that person, or persons, has or have, in the opinion of the local authority, knowledge that will assist the authority.
- (6) Where a local authority resolves that 1 or more persons may remain after the public has been excluded, the resolution must state the knowledge possessed by that person or those persons which will be of assistance in relation to the matter to be discussed and how it is relevant to that matter.

APPENDIX B

To Request a Briefing before the Council, Committee or Community Board, it must meet the test of reasoning to exclude the public from the meeting, under the Local Government Official Information and Meetings Act 1987.

6 Conclusive reasons for withholding official information

Good reason for withholding official information exists, for the purpose of section 5, if the making available of that information would be likely—

- (a) to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
- (b) to endanger the safety of any person.

7 Other reasons for withholding official information

- (1) Where this section applies, good reason for withholding official information exists, for the purpose of section 5, unless, in the circumstances of the particular case, the withholding of that information is outweighed by other considerations which render it desirable, in the public interest, to make that information available.
- (2) Subject to sections 6, 8, and 17, this section applies if, and only if, the withholding of the information is necessary to—
 - (a) protect the privacy of natural persons, including that of deceased natural persons; or
 - (b) protect information where the making available of the information—
 - (i) would disclose a trade secret; or
 - (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or
 - (ba) in the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Maori, or to avoid the disclosure of the location of waahi tapu; or
 - (c) protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information—
 - (i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied; or
 - (ii) would be likely otherwise to damage the public interest; or
 - (d) avoid prejudice to measures protecting the health or safety of members of the public; or
 - (e) avoid prejudice to measures that prevent or mitigate material loss to members of the public; or

- (f) maintain the effective conduct of public affairs through—
 - (i) the free and frank expression of opinions by or between or to members or s or employees of any local authority, or any persons to whom section 2(5) applies, in the course of their duty; or
 - (ii) the protection of such members, officers, employees, and persons from improper pressure or harassment; or
- (g) maintain legal professional privilege; or
- (h) enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or
- (i) enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
- (j) prevent the disclosure or use of official information for improper gain or improper advantage.

DRAFT