

MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 18 AUGUST 2025 AT 4PM.

PRESENT

J Watson (Chairperson), S Stewart (Deputy Chairperson), N Atkinson, A Blackie, T Bartle, and R Keetley.

IN ATTENDANCE

B Cairns and P Redmond (Kaiapoi-Woodend Ward Councillors).

C Brown (General Manager Community and Recreation), N Puthupparambil (Transportation Engineer), S Binder (Senior Transportation Engineer), I Clark (Project Manager), T Sturley (Community Team Manager), T Stableford (Landscape Architect), S Morrow (Rates Officer – Property Specialist), P Daly (Road Safety Coordinator), J McBride (Roading and Transport Manager), Z Gibbs (Property Services Officer), K Rabe (Governance Advisor) and A Connor (Governance Support Officer).

There were two members of the public present.

1 APOLOGIES

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives and sustains** apologies for absence from T Blair.

CARRIED

2 CONFLICTS OF INTEREST

J Watson declared a conflict for the application from the Kaiapoi Garden Club in Item 6.5.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 21 July 2025

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 21 July 2025, as a true and accurate record.

CARRIED

3.2 Matters Arising (From Minutes)

There were no matters arising from the minutes.

3.3 **Notes of the Kaiapoi-Tuahiwi Community Board Workshop – 21 July 2025**

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 21 July 2025, as a true and accurate record.

CARRIED

The meeting adjourned at 4.11pm to hold a workshop into workshop and reconvened at 4.30pm.

4 **DEPUTATIONS AND PRESENTATIONS**

4.1 **Mel Eaton – Kaiapoi Bridge Design**

M Eaton was in attendance to inform the Board of her concept for the new Willimas Street balustrades for the bridge which depicted a walk through history. The balustrades would incorporate four large panels, one on each corner of the bridge and 12 small panels on the posts between panels.

C Brown highlighted M Eaton was working alongside a lighting designer as well as the project working group. The Board would be receiving a report seeking approval of the overall design of the bridge at its September 2025 meeting.

S Stewart queried what the proposal for lighting under the bridge was and if the removal of pigeon faecal matter would be included in the bridges upgrade. C Brown stated the lighting under the bridge would be removed and there was currently no plan to deal with the pigeon matter as this project was considered a separate issue.

J Watson noted the focus on the town's history for the bridge was at the request of the Harper Family which was being funded by the bequest left by Harry Harper.

S Stewart questioned if Ngai Tuahuriri had been consulted on the cultural elements of the design. C Brown replied the documentation was with Whitiara however at the beginning of the process they declined to have any involvement in the project.

Report 6.3, Kaiapoi Entrance Sign 1, Main North Road, Corten Panel Artwork, was taken at this time. However, the order of the agenda was retained in the minutes to mitigate confusion.

5 **ADJOURNED BUSINESS**

Nil.

6 **REPORTS**

6.1 **Request to Consult on a Parking Restriction Change at 124 Williams Street – N Puthupparambil (Transportation Engineer) and S Binder (Senior Transportation Engineer)**

J McBride reported a complaint had been received regarding parking turnover outside the businesses at 124 Williams Street. Current there was P120 restrictions across approximately ten car parks in front of a mix of businesses varying from take-aways, a dairy, a hairdresser and a laundrette. Staff were therefore proposing to undertake consultation with the business to determine the best options for restrictions.

S Stewart inquired whether there was any signage at the entrance to the private car park at the rear of the building. J McBride advised to the best of her knowledge no signage was present, however believed the area was gated. She was not aware of the designated use of the car park and suspected it was for the businesses and a delivery area rather than parking for customers.

S Stewart further asked why it was proposed to only change the time restriction on two car parks. J McBride stated the varying needs of the businesses meant some required long-term parking and some required short.

Moved: T Bartle

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** Report No. 250801142172.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the District Planning and Regulation Committee:

- (b) **Approves** consultation being undertaken on a possible change to parking time restrictions of two parking spaces in front of the dairy at no. 124 Williams Street from 120 minutes to 15 minutes parking.
- (c) **Notes** that a further report would be brought back to the Community Board with the outcome of the consultation process and to allow further decision making on this matter.

CARRIED

6.2 **Kaiapoi Menz Shed – Updated Concept Plan Approval – I Clark (Project Manager) and T Sturley (Community Team Manager)**

T Sturley took the report as read highlighting the urgency of the relocation of the Menz Shed as they had until the end of January 2026 to be off their current site. The updated concept plan provided a more cost-effective option than previously considered while retaining an attractive site and would be more functional for safety.

P Redmond queried if the proposal fully complied with the design guidelines. T Sturley confirmed they did comply with the design guidelines.

B Cairns questioned if the proposal allowed for potential future growth and T Sturley stated it did.

Moved: N Atkinson

Seconded: J Watson

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** Report No. 250728138234.

(b) **Approves** the amended concept plan for Kaiapoi Menz Shed at the Kaiapoi Community Hub located at 38 Charters Street.

(c) **Notes** that Sutton Tools have advised that, with their need to divest themselves of the, otherwise vacant, Dale St Kaiapoi property, Kaiapoi Menz Shed have only until January 30th 2026 to vacate the site that they currently occupy at that location.

(d) **Notes** significant challenges around the acquisition of funding for the originally supplied, concept plan for Menz Sheds operation on the Kaiapoi Community Hub site. In response, an updated concept plan was developed, focusing on the construction of two new buildings that are better suited to the financial realities and operational needs of the Kaiapoi Menz Shed group.

- (e) **Notes** that Kaiapoi Menz Shed has applied to Department of Internal Affairs' Lottery Community Facilities fund to progress the acquisition and completion of the first of two new buildings. It is anticipated that this will be completed, on the Hub site in early 2026.
- (f) **Notes** that, if the Ideal Garage Building has not been replaced after 18 months on site, staff will issue the Menz Shed with an advisory reminder that the relocated building must be replaced with a permanent solution within the remaining six months.
- (g) **Notes** that the new concept includes a more permanent container structure that has been designed to incorporate four, joined 40ft containers, that will serve as isolated welding and painting workshops and storage, with a privately-aspected outdoor workspace. This will be roofed and permitted, in line with Design Guide requirements for the Kaiapoi Community Hub.
- (h) **Notes** that the permanent container structure design is deemed to be a safer option in terms of fire protection and security, than the originally proposed third building in the originally submitted design concept, which was approved by Kaiapoi Tuahiwi Community Board in July of 2024.
- (i) **Notes** that approval of the new concept would mean a cost saving of at least \$200,000 to this valuable but financially committed community group.
- (j) **Notes** that consultation regarding the master plan for the Community Hub was undertaken with the community in late 2021. The location of the proposed buildings on this site is in line with this consultation and proposed modifications to the reconfigured container structure will comply with Design Guide specifications.
- (k) **Notes** that the construction of the buildings is not being funded by the Council.

CARRIED

N Atkinson commented this project had been a long time coming resulting in frustration in the Menz Shed finding a suitable site after the fire at its previous location. He congratulated those working through the site identification process and hoped the concept plan would be one of the last steps towards implementation. He noted that security had been a key concern and believed that the project would contribute positively to the safety and protection of the Menz Shed.

J Watson expressed support for the motion, noting that it was encouraging to see cost savings being achieved.

6.3 Kaiapoi Entrance Sign 1, Main North Road, Corten Panel Artwork – T Stableford (Landscape Architect)

T Stableford took the report as read noting approval of the sign would not have any budget impacts as the tender had already been awarded.

S Stewart questioned if the sign would be incorporated into the current entrance sign. T Stableford stated the tender that had been approved included the removal of the current sign and replacement with a new sign. C Brown clarified this was the Boards decision at a previous meeting.

S Stewart then sought clarity of the design. T Stableford explained the concept design was for an upright wall of timber with a Corten steel panel. The colour of the writing would be white and yellow. The font used was approved by the Roading Team as being visible.

T Bartle asked what the sign dimensions would be, and T Stableford stated it was approximately three metres wide.

T Bartle then sought if the Board was comfortable not consulting with the public on the design. C Brown highlighted the Board already made the decision not to consult. He also

noted the project had been tendered and a contract was already awarded. This report was to determine what the design on the corten steel would depict.

R Keetley queried if the artwork had gone through a design procurement process. G Stephens stated the design had not gone through a procurement process as staff had expected to work with Whitiara. Whitiara did not have capacity to assist in the design and because a contractor was waiting for the design to commence construction staff approached Mel Eaton with a view of keeping the style of the sign and bridge design aligned.

Following concern raised by R Keetley, C Brown noted the Board had not followed a process for acquiring a design, which was intended to be created inhouse. Due to cultural elements the original design was provided to Whitiara for feedback, however they had not been happy with the design offered and did not want to have any input into another design. Staff therefore approached M Eaton who had already been through a contestable process to provide a design. The Board had options on if it was not happy with the design however there would be impacts on the contracted tender.

In response to a question from J Watson, G Stephens stated if the Board did not move forward with this design staff would need direction on how the Board wanted to proceed.

The meeting was adjourned at 4.54 to allow the Board to workshop ideas and reconvened at 5.10pm.

Moved: N Atkinson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Lays** the report on the table for a design brief to be clarified.

CARRIED

6.4 **Road Naming – Lime Developments Limited (Silverstream Stage 8-10) – S Morrow (Rates Officer – Property Specialist)**

S Morrow took the report as read and welcomed any questions.

Following a question from J Watson, S Morrow stated the name Fox had been approved previously however was not used. On the odd occasion when the names were added to the preapproved list there was no historic context included with the request.

N Atkinson highlighted there had been a Kaiapoi resident named Charlie Courtier who was awarded the cross for bravery and suspected that was the likely the reason that Courtier was added to the list.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250806145127.
- (b) **Approves** the following proposed road names for new roads as part of Silverstream Stage 8-10 as shown on the attached plan.
1. Lin Street.
 2. Fox Way.
 3. Courtier Way.
 4. Waverley Street (Continuation).

5. Adderley Terrace (Continuation).
 6. Bastings Street (Continuation).
- (c) **Notes** that the Community Board may replace the proposed names with any name of its choice.

CARRIED

J Watson supported the motion stating she was glad to see Jack Lin be recognised and was happy with the continuation of the remaining streets.

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

K Rabe reported that the Kaiapoi Pony Club were seeking funding for coaching support for riders participating in the Springston Trophy event in Blenheim. The Club was situated on the boundary between the Kaiapoi-Tuahiwi and Oxford-Ohoka Community Boards, with 100% of the riders benefiting from the initiative residing within the Oxford-Ohoka Ward. While the Club had considered applying to the Oxford-Ohoka Community Board, it was noted that the Board had significantly less available funds. The application sought \$1,000 in funding, with only six individuals set to directly benefit from the grant. The coaches were scheduled to commence work on 1 August 2025 and would continue to support the riders through to the conclusion of the competition; however, payment for their services would not be made until after the event.

R Keetley asked if the Board funded this event in the last financial year. K Rabe confirmed the Board had provided funding for the previous Springston Trophy which had been held in Rangiora.

Moved: N Atkinson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 250729138502.
- (b) **Declines** the application from the Kaiapoi Pony Club.

CARRIED

N Atkinson highlighted the Pony Club received funding in 2024/25. He questioned the appropriateness of allocating \$1,000 for an initiative that would benefit only six individuals, suggesting that such funding could potentially be more effectively utilised elsewhere.

A Blackie concurred noting the event was also being held out of town resulting in no benefit to the wider community. The Silverstream Reserve allowed the Pony Club to hold its annual cross-country race in the Reserve for no cost despite the damaged caused which the Council had to repair.

As J Watson previously declared a conflict of interest, she vacated the Chair in favour of the Deputy Chairperson S Stewart.

K Rabe stated the Kaiapoi Garden Club had applied for funds toward its catering costs for the host the prizegiving for the Kaiapoi Garden Competition to be held at the beginning of 2026. While the possibility of a potluck arrangement had been raised, concerns were expressed regarding the appropriateness of asking prize recipients to contribute food for the occasion.

Moved: A Blackie

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (c) **Approves** a grant of \$250 to the Kaiapoi Garden Club towards costs relating to running the Kaiapoi Garden Competition.

CARRIED

J Watson reassumed as Chair.

7 CORRESPONDENCE

7.1 Rangiora and Kaiapoi Town Centres Parking Management Plans – Adopted by Council memo

7.2 Letter from Pines Kairaki Beaches Association regarding Beach Road, Dunns Avenue and Featherstone Avenue Roundabout

K Rabe reported this matter had been dealt with in November 2019. The Board had recommended to the Utilities and Roothing Committee that remedial work be undertaken to improve the intersection layout. However, the Committee had decided to retain the existing layout with no further action required.

N Atkinson stated the letter should be referred to the Utilities and Roothing Committee as it had made the final decision.

J McBride noted the behaviours raised in the letter were deliberative behaviour issues that the police had done large amounts of enforcement on. Staff could ask to police to do further work if those issues are arising again. The central island was fully mountable to allow heavy vehicles to maneuverer the intersection. The recommendation in the letter to level the island would not mitigate any of the issues and would encourage higher speeds.

7.3 Letter from Laz Mako regarding Tiny House Community Project

K Rabe suggested the letter be referred to the Property Portfolio Working Group.

7.4 Thank You Letter from The Chris Ruth Centre

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the Rangiora and Kaiapoi Town Centres Parking Management Plans – Adopted by Council memo (Trim: 250708123636).
- (b) **Receives** the Letter from Pines Kairaki Beaches Association regarding Beach Road, Dunns Avenue and Featherstone Avenue Roundabout (Trim: 250811147164) and that this be referred to the Utilities and Roothing Committee for action.
- (c) **Receives** the Letter from Laz Mako regarding Tiny House Community Project (Trim: 250807145686) and refers the letter to the Property Portfolio Working Group for a response.
- (d) **Receives** the Thank You Letter from The Chris Ruth Centre (Trim: 250807145661).

CARRIED

8 **CHAIRPERSON'S REPORT**

8.1 **Chairperson's Report for July 2025**

- Attended the Pines and Kairaki Beaches Association meeting.
- Kaiapoi Community Garden would be part of the Jazz Festival.
- Attended VJ Day at the RSA where a wreath was presented.
- Attended RSA Sea Farriers Service.
- Attended Council Briefing with the New Zealand Police regarding the proposed review of services. The Police assured the Council of a presence at the Kaiapoi Police Station.
- Attended Mixed Use Business Area meetings.

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

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

CARRIED

9 **MATTERS REFERRED FOR INFORMATION**

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 2 July 2025.
- 9.2 Woodend-Sefton Community Board Meeting Minutes 14 July 2025.
- 9.3 Rangiora-Ashley Community Board Meeting Minutes 9 July 2025.
- 9.4 May 2025 Flood Event Response and Recovery – Expenditure and Funding Sources – Report to Council Meeting 1 July 2025 – Circulates to all Boards
- 9.5 Adoption of Alcohol Control Bylaw – Report to Council Meeting 1 July 2025 – Circulates to all Boards
- 9.6 Libraries Update to 3 July 2025 – Report to Community and Recreation Committee Meeting 15 July 2025 – Circulates to all Boards
- 9.7 Aquatics July Report – Report to Community and Recreation Committee Meeting 15 July 2025 – Circulates to all Boards
- 9.8 Youth Action Plan Early Engagement Update – Report to Community and Recreation Committee Meeting 15 July 2025 – Circulates to all Boards.
- 9.9 Approval to Install No-Stopping Restrictions on Flaxton Road at Camwell Park – Report to Utilities and Roading Committee Meeting 15 July 2025 – Circulates to Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards.
- 9.10 Project Update Under Infrastructure Resilience Fund 2024/25 and May 2025 Flood Recovery Progress Update – Report to Utilities and Roading Committee Meeting 15 July 2025 – Circulates to all Boards.

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items.9.1 to 9.10.

CARRIED

10 **MEMBERS' INFORMATION EXCHANGE**

R Keetley

- Attended Waimakariri Biodiversity Trust meeting.
- Attended Kaiapoi Historical Society meeting.
- Attended VJ Day at the RSA.
- Attended Kaiapoi RSA executive meeting.

S Stewart

- Attended District Plan drop-in sessions. There was potential for 2,500 additional properties in Kaiapoi over the next decade.
- Sat on the judging panel for the Environmental Awards. They would be presented at the Community Service Awards in September 2025.
- Welcome the Bird's event would be held at Waikuku Beach.
- Attended briefing with the Police.
- Kaiapoi Promotions Association were undergoing a rationalisation of operations in preparation for the Council's funding review.
- Kaiapoi East Residents Association planting. They were forging a relationship with Kaiapoi High School.
- Attended Sterling Open Day. Their community initiatives were incredible.
- Attended All Drainage Advisory Groups meeting.

Brent Cairns

- Menzshed Woodend Dog Park completed shelters.
- Pegasus Residents Golf Tournament coming up – looking for sponsors.
- Attended Waimakariri Access Group meeting
- Inclusive Sports day photographer - a great event well done to Martin Pugh and Zack Lappin.
- Kaiapoi Art Expo - opening and Have a Go weekend.
- Blackwells Winter festival.
- Pegasus Residents' Group Annual General Meeting.
- Teddy Bears picnic at the Sterling - really good event.
- Abbeyfield Annual General Meeting - well attended by the community and look forward to working with the Council regarding identifying suitable land.
- Kaiapoi Promotions Annual General Meeting - small turn out.
- Attended Oxford-Ohoka Community Board meeting to talk about food forests.
- Met with staff and residents at Northbrook Reserve Rangiora regarding community food forest.
- Kaiapoi Promotions monthly meeting.
- Art on the Quay opening night - Kaiapoi High students.
- Local Government New Zealand conference - the first day felt like a beat up from Government regarding rates and how Councils spent funds and rates capping.
- Attended Neill Price's funeral.
- Waikuku Drop in - general acceptance of wanting money spent on facilities while carparking could wait.
- Kaiapoi Drop in regarding the District Plan.
- Kaiapoi East Residents Association planting day with Japanese students from Kaiapoi High School, Japanese Consul, another planting day was planned.
- Woodpecker Trust Annual General Meeting - good turnout.
- Met with local residents regarding noise off the motorway, which included New Zealand Transport Agency staff.
- Visited multiple times to St Barnabas Food Friday - donating food.
- Invited to attend Northern Bulldogs prize giving, the clubrooms were packed.
- Invited to Ako Maths event at the Kaiapoi Library, showcasing maths and art from local schools. Well done Michelle from Tuahiwi and Jason from the library.
- Drop in session with Mayor Dan Gordon.
- Invited to St Patricks playground opening - they funded upgrade to swings.

- Visited Noaia Trust, food forest designs and have started to provide training along with trees and plants.
- Meet the Neighbours at Silverstream event.
- Satisfy Food Rescue 10th birthday celebration.
- North Canterbury Neighbourhood Support meeting, along with visit to Amberley regarding car replacement.
- Food Secure North Canterbury hui in Amberley.
- Food Secure monthly meeting - developed a map of where all North Canterbury producers and growers were.
- Oxford Promotions meeting.
- Hosted ARA students visiting food forests - they were developing templates and process for community food forests.
- Hosted Vision West visit to Kaiapoi food forest.
- Kaiapoi Museum meeting - still trying to sort the lift to mezzanine.
- Met with a young student who was raising funds to travel to the United States of America. He introduced him to businesses and funding ideas.
- Kaiapoi Club Annual General Meeting - the room was packed.
- Invited to Baptist church playgroup event.
- Was part of a panel of Councillors that heard from Rangiora High students about ideas they had.
- Visited North Canterbury Wellbeing to talk about what was said by Rangiora High students.

Philip Redmond

- Attended Community Hub at Silverstream.
- Local Government New Zealand Conference in July was a highlight. The content provided was very good.
- The Waimakariri District would benefit from the changes proposed by the Police however at the expense of others.

T Bartle

- Attended All Boards Training Session where school speed zones were discussed.
- Attended Norman Kirk Park planting with the Japanese Ambassador.
- Attended Kaiapoi Promotions Association meeting. The speech give on Neill Price was very good.
- Attended the Hub opening day at the Sterling.

A Blackie

- Te Kohaka Trust:
 - Held a planting day with Students from Kaiapoi High School.
 - Were in the process of divesting all forestry assets to the Council.
 - Facing considerable funding issues and looking at options in next 12 months,
 - Huria Reserve planting day on Saturday 23 August 2025 at 10am.
 - Due to the possibility of Trust land being inundated with sea level rise in 100 years Environment Canterbury would not issue a resource consent to NZTA to relocate skinks into the park as they were an endangered species.
- Silverstream underwent a night shoot with 20 possums and hares culled.

N Atkinson

- Pressure regarding bureaucracy would continue to increase.

11 CONSULTATION PROJECTS

Nil.

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 1 July 2025: \$8,059.

12.2 General Landscaping Budget

Balance as at 1 July 2025: \$29,290, with carry forward to be calculated.

13 MEDIA ITEMS

14 QUESTIONS UNDER STANDING ORDERS

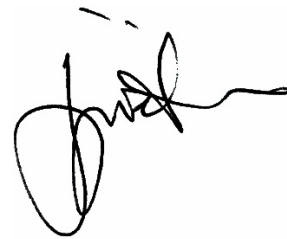
15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 15 September 2025 at 4pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 6.10PM.

CONFIRMED



Chairperson

15 September 2025

Date

Workshop (6.10pm-7pm)

See Trim Ref: 250818151684

- *School Speed Limits Planning – Individual School Proposals – Peter Daly (Road Safety Coordinator) and Joanne McBride (Roading and Transport Manager) – 30 Minutes.*
- *Kaiapoi Town Entrance Signs – Tori Stableford (Landscape Architect) – 20 Minutes*
- *164 Williams Street, Kaiapoi – Licence to Occupy – two carparking spaces – Zena Gibbs (Property Services Officer) – 20 Minutes.*
- *Members Forum*