

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, 20 JULY 2026, AT 5PM.

PRESENT

J Watson (Chairperson), R Keetley (Deputy Chairperson), T Bartle, A Campbell, H Carroll, P Redmond and S Stewart (arrived at 5.05pm).

IN ATTENDANCE

B Cairns (Left at 6.04pm) and S Powell (Kaiapoi-Woodend Ward Councillors).

C Brown (General Manager Community and Recreation), M Pugh (Community Development Facilitator), and A Connor (Governance Support Officer).

There were five members of the public present.

1 APOLOGIES

There were no apologies.

2 CONFLICTS OF INTEREST

R Keetley declared a conflict of interest for Item 4.2 – Kaiapoi Memorial Reserve Update.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 15 June 2026

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 15 June 2026, 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 – 15 June 2026

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the circulated Notes of the Kaiapoi-Tuahiwi Community Board Workshop, held 15 June 2026.

4 **DEPUTATIONS AND PRESENTATIONS**

4.1 **Liberty in Motion Project – Building an Inclusive Community** – Caroline Spollen (Chris Ruth Centre) and Rochelle McLachlan (Driving Miss Daisy North Canterbury Coast)

C Spollen acknowledged that Council had implemented inclusive play equipment, including a wheelchair-accessible seesaw and communication/core boards, in various Council reserves. However, the addition of a wheelchair swing would provide a unique sensory and physical experience for wheelchair users that was not currently available within the district. She noted that a wheelchair swing would promote inclusion, connection, freedom, dignity, choice, shared experiences, happiness, improved wellbeing, and greater community participation. The objectives of the project were identified as encouraging active participation rather than observation, ensuring no one was left on the sidelines, removing barriers by improving access to recreation opportunities, raising the funds required to install a wheelchair-accessible swing, and bringing the community together through fundraising initiatives and partnerships with the Council, local organisations, and businesses.

C Spollen emphasised that the project was important because every person deserved the opportunity to belong and participate fully in their community. It was noted that inclusive play supported physical, emotional, and social wellbeing and enabled families and friends to enjoy playground facilities together regardless of ability. The Darnley Square playground was identified as a suitable location for the proposed Liberty Swing due to its quieter setting, established pathways, and ease of access for wheelchair users. It was further noted that public access keys could be made available through the Kaiapoi Aquatic Centre and that there was adequate accessible parking available nearby.

C Spollen advised that the Chris Ruth Centre was committed to raising the funds required to deliver the Liberty Swing project. Potential funding sources were identified as including local fundraising events, sponsorship from local businesses, grant applications, community donations, and the establishment of a Givealittle fundraising campaign. Support was being sought from the Council to help make a Liberty Swing a reality for the community. This included approval for the installation of the equipment, endorsement of the proposed location, collaboration in meeting funding requirements, assistance with obtaining any necessary consents, and guidance regarding approved contractors. C Spollen further requested that the Council consider taking ownership of the Liberty Swing once installed and assume responsibility for its ongoing management, maintenance, and operation.

T Bartle queried the estimated cost of the proposed Liberty Swing project. In response, C Spollen advised that a formal quotation had not yet been received from Liberty Swing. Further research had been undertaken into alternative wheelchair swing options, including the PlayCo model; however, a larger-capacity swing was preferred to ensure accessibility for a wider range of wheelchair types. Based on preliminary investigations, it was estimated that the cost of the swing would be approximately \$50,000, with installation costs of around \$20,000.

T Bartle further sought clarification regarding the level of support being requested from the Council. R McLachlan clarified that Council funding was not being sought for the project. Rather, support was requested in the form of approval for the installation and proposed location of the swing, assistance with obtaining any necessary consents, and Council ownership of the asset following its installation, including responsibility for its ongoing management and maintenance.

A Campbell asked what the expected lifespan of the proposed Liberty Swing was and R McLachlan confirmed that the swing came with a 25-year warranty.

R Keetley sought clarity on the potential maintenance costs of the Liberty Swing. R McLachlan noted they were unaware of the maintenance costs at this stage; however, once the project was progressing, further research would be undertaken.

B Cairns questioned whether the Council had budget provision or levels of service that could support a project of this nature. C Brown explained that newer playground developments were generally designed to be more accessible than older playgrounds. He noted that the Council's levels of service for playgrounds were broad in scope, reflecting the wide variety of play equipment that could be provided, and that community consultation would typically be undertaken when considering playground upgrades or new installations.

C Brown noted that this proposal differed from a standard playground renewal project, as it involved the installation of an additional piece of specialist equipment within an existing playground. He considered the proposed Darnley Square location to be reasonably suitable and indicated that only limited supporting upgrades were likely to be required. However, C Brown advised that the primary challenge would likely be the capital cost of the project.

In response to a further question from B Cairns, C. Brown confirmed that Darnley Square was not currently programmed for renewal in the foreseeable future.

In addition, B Cairns asked whether sufficient funds could realistically be raised to deliver the project. C Spollen verified that the intention was to raise the full amount required through fundraising and external funding sources, although it was acknowledged that achieving this goal could take some time.

In response to a question from J Watson, C Brown advised that retrieving access keys for the proposed Liberty Swing was unlikely to present a significant issue given the proposed location. As the site was adjacent to the Kaiapoi Aquatic Centre, users would be able to collect and return the key while the facility was operating. C Spollen added that some users already held their own authorised keys, enabling independent access to similar swing facilities.

P Redmond queried the likely timeframe for approval of a suitable location for the Liberty Swing. C. Brown advised that this would need to be considered alongside current staff work programmes; however, it was anticipated that a report could be presented to the Board for consideration within approximately three months.

4.2 Kaiapoi Memorial Reserve Update – N Atkinson and R Keetley

N Atkinson reported that he, R Keetley, the Passchendale Advisory Group, and the Kaiapoi and Rangiora RSA organisations had been working collaboratively on the proposed Cenotaph-to-Cenotaph Walkway between Kaiapoi and Rangiora. He observed that the Board had approved the Kaiapoi Memorial Reserve Upgrade Plan in 2023.

N Atkinson noted that Environment Canterbury (ECan) was currently undertaking upgrades to the footpath within Murphy Park, which formed an important link in the proposed walkway project. ECan would be undertaking additional stopbank improvement works between Murphy Park and the Kaiapoi Cenotaph, including upgrades to the existing concrete wall. In light of these planned works, N Atkinson asked that the Board request a report to consider bringing forward funding for the proposed cycleway connection so that it could be delivered in conjunction with ECan's programme of works.

N Atkinson also understood that Raven Quay was scheduled for resealing in the near future and suggested that the three projects be coordinated where possible to maximise efficiencies and minimise disruption. He noted that the remaining elements of the Memorial Reserve upgrade could be completed at a later stage.

R Keetley added that the stopbank works being undertaken by ECan would widen the shared pathway, creating an opportunity for the proposed cycleway ramp to be constructed at a gentler gradient. It was noted that this would improve accessibility and usability for a wider range of users.

H Carroll sought clarification regarding which components of the project would be undertaken first if the works were staged. R Keetley advised that the proposal was to complete the road marking, kerb and channel works, and footpath construction as the initial stage, with the remaining elements of the Memorial Reserve upgrade to be undertaken at a later date.

S Stewart questioned what would happen to the existing rose bed within the reserve. N Atkinson explained that the RSA supported its removal, as it occupied the area currently used for the placement of commemorative crosses during ANZAC Day services. He noted that a second rose bed located at the opposite end of the reserve would remain unchanged. N. Atkinson also noted that the overall Memorial Reserve upgrade plan had already received approval.

P Redmond queried whether an updated plan had been prepared to reflect the proposed changes to the cycleway ramp. R Keetley noted that no updated plan was available at that stage; however, it was proposed that the ramp connection be relocated further north along the pathway, where a slight bend in the alignment would allow for a shallower gradient and improved accessibility.

In response to a question from A Campbell, R Keetley advised that the existing stopbank height was below the desired standard. He noted that the proposed works would raise the stopbank; however, it would remain a relatively low point within the river protection network due to constraints associated with the height of the Williams Street Bridge.

The Board requested that staff prepare a report addressing the proposed footpath

5 ADJOURNED BUSINESS

Nil.

6 REPORTS

6.1 Kaiapoi-Tuahiwi Community Board's 2026/27 Discretionary Grant Fund and 2026/27 General Landscaping Budget – T Kunkel (Governance Team Leader)

A Connor presented the report and advised that its purpose was to inform the Board of the funding allocated by the Council for the 2026/27 financial year. She noted that the Board had been allocated \$32,250 for the General Landscaping Budget and \$11,909 for its Discretionary Grant Fund.

Moved: J Watson

Seconded: H Carroll

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 260526124059.
- (b) **Notes** that the Board's General Landscaping Budget allocated by the Council for 2026/27 is \$32,250, with a carry forward from the previous financial year to be reported back in September 2026.
- (c) **Notes** that the Board's Discretionary Grant Funding allocated by the Council for the 2026/27 financial year is \$9,070. There was a carry forward of \$2,839 from the 2025/26 financial year, resulting in a total of \$11,909 being available for the 2026/27 financial year.

- (d) **Approves** the Board's 2026/27 Draft Discretionary Grant Fund Application Criteria and Application Form (Trim No. 210603089725).
- (e) **Approves** the Board's 2026/27 Draft Discretionary Grant Accountability Form (Trim No. 210603089875).
- (f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2026/27 financial year (July 2026 to June 2027).

CARRIED

H Carroll supported the motion, noting that the Discretionary Grant Application and Accountability Forms were operating effectively in their current format.

P Redmond acknowledged that unspent funding could be carried forward, which addressed a concern that had previously been raised. He also noted his support for the recommendation that discretionary grant applications be considered at each Board meeting, rather than being held over and assessed only once or twice annually. It was considered that this approach better reflected current practice and would provide a more timely and responsive process for applicants.

6.2 **Applications to the Kaiapoi-Tuahiwi Community Board's 2026/27 Discretionary Grant Fund** – T Kunkel (Governance Team Leader)

A Connor presented the report stating an application was received from the North Canterbury Dive Club for \$4,000 towards its 50th anniversary celebrations. This application did not comply with the Board's Discretionary Grant Criteria as the amount requested was more than the maximum the Board allowed per application and only 25% of the attendees would be from the Kaiapoi-Tuahiwi area. The North Canterbury Dive Club had also not indicated where the event would be held.

Moved: T Bartle

Seconded: A Campbell

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 260608131748.
- (b) **Lay** the report on the table and requests further information from the North Canterbury Dive Club regarding where they were based, where the event would be held and further information regarding their budget and the expected sale of tickets.

CARRIED

A Connor stated an application was received from the R13 Youth Development Trust for funding assistance towards the signwriting of the CSP vehicle and trailer to enhance the programme's visibility within the community. The application complied with the Board's Discretionary Grant Criteria, and all previous Accountability Forms had been received.

Moved: J Watson

Seconded: P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:

- (c) **Approves** a grant of \$583 to the R13 Youth Development Trust towards signwriting the programme vehicle and trailer.

CARRIED

J Watson supported the motion, noting that the R13 Youth Development Trust delivered a valuable programme for young people. It was considered that the initiative would provide participating children with a sense of pride, achievement, and recognition for their involvement, while also supporting their personal development and engagement within the community.

7 CORRESPONDENCE

7.1 Kaiapoi Lakes Reserve Enhancement Update – B Dollery (Biodiversity Team Leader)

In response to a question from T Bartle, C Brown confirmed that the Council had entered into a signed funding and delivery agreement with New Zealand Transport (NZTA). As a result, the project was required to proceed irrespective of the progression or timing of the proposed Woodend Bypass.

7.2 Letter regarding South Eyre Road Speed Limits – M de Hamel

P Redmond queried whether the letter had been forwarded to Council's Roding staff for their information and consideration. A Connor confirmed that the letter would be provided to the Roding Team to ensure they were aware of the matters raised and could take them into account as appropriate.

Moved: J Watson

Seconded: S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the memo regarding Kaiapoi Lakes Reserve Enhancement Update. (Trim: 260625150333).
- (b) **Receives** the letter regarding South Eyre Road Speed Limits (Trim: 260715169670).

CARRIED

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for June 2026

J Watson reported the following:

- The Pashby Family wish to donate money for a sculpture and there was potential to do something with the Kaikanui Stream Bridge.
- The Kaiapoi Art Expo was very successful with more income and visitors than previous years.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the report from the Kaiapoi-Tuahiwi Community Board Chairperson (Trim: 260715169009).

CARRIED

9 **MATTERS REFERRED FOR INFORMATION**

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 3 June 2026.
- 9.2 Woodend-Sefton Community Board Meeting Minutes 8 June 2026.
- 9.3 Rangiora-Ashley Community Board Meeting Minutes 10 June 2026.
- 9.4 Rangiora Airfield Governance Review 2026 – Report to Council Meeting 2 June 2026 – Circulates to all Boards.
- 9.5 Section 155 Assessment of proposed Public Spaces Bylaw – Report to Council Meeting 2 June 2026 – Circulates to all Boards.
- 9.6 Closed Circuit Television and Other Recording Devices Policy – Report to Council Meeting 2 June 2026 – Circulates to all Boards.
- 9.7 Health, Safety and Wellbeing Report April 2026 to May 18 2026 – Report to Council Meeting 2 June 2026 – Circulates to all Boards.
- 9.8 Adoption of the Annual Plan 2026/27 – Report to Council Meeting 16 June 2026 – Circulates to all Boards.
- 9.9 Enterprise North Canterbury (ENC) 2025/26 Approved Statement of Intent (SOI) and Associated Business Plan – Report to Audit and Risk Committee Meeting 16 June 2026 – Circulates to all Boards.
- 9.10 Aquatics June Update – Report to Community and Recreation Committee Meeting 16 June 2026 – Circulates to all Boards.
- 9.11 Libraries Update to June 2026 – Report to Community and Recreation Committee Meeting 16 June 2026 – Circulates to all Boards.

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

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

CARRIED

10 **MEMBERS' INFORMATION EXCHANGE**

P Redmond:

- P Redmond's information exchange was circulated as part of the agenda.
- The Council's Headstart Pathway discussions with neighbouring District Councils continued. Following community consultation, there was clear interest in remaining as North Canterbury.

T Bartle:

- T Bartle's information exchange was circulated as part of the agenda.
- Headstart Pathway proposals were due to the Government by 9 August 2026. Whilst the Government's decision would not be known till later, all other councils' proposals would be made public.

H Carroll:

- Attended the Darnley Club celebrations.

S Stewart:

- The Kaiapoi Promotions Association Annual General Meeting had been rescheduled for 9 September 2026.

- Greypower:
 - John Mather had been appointed as the new chairperson.
 - It was noted at the National Greypower Federation meeting that Waimakariri Community Boards had representatives that reported to the Greypower meetings each month. This was a unique arrangement well appreciated by Greypower North Canterbury.
- Attended three Rural Drainage Advisory Group meetings. She was pleased to see a more formalised system of inspection and reporting.
- The Waimakariri MainPower Biodiversity Fund received 12 applications which would be judged and awarded shortly.
- Attended the Pines Kairaki Beach stopbank and drainage meeting with ECan and the Council.
- Attended the Ohoka Stream Loop Planting Day - Unfortunately, there was poor turnout due to bad weather.
- Attended the Hunter Stream Catchment Group meeting. Water quality testing for that portion of the river was positive.

B Cairns:

- B Cairns members' information exchange was circulated as part of the agenda.
- The Kaiapoi Promotions Association experienced an error with its email systems and therefore the invitation to the Annual General Meeting was not sent to all recipients.
- Matariki events were a large success. The lighting element was a paid event with half of the attendees coming from outside the district.
- The upgrade of the playground on Charter Street was completed.
- Subway had relocated to a new location next to the Great Kiwi Bookstore.

S Powell:

- S Powell's members' exchange was circulated as part of the agenda.
- She encouraged members to read the weekly Community and Recreation and Utilities and Roading updates as they were very informative.

A Campbell:

- Attended the Waimakariri Health Advisory Group meeting. The main focus was applying for Government funding for a social project focused on housing, social services, or health. There was concern raised regarding the lack of support for the elderly.

R Keetley:

- Attended the Historical Society and Museum meeting where they received a presentation from the maritime group that previously spoke to the Board.
- Attended the Head Start drop-in session.
- Attended the Blackwells Winter Festival.
- Attended the Kaiapoi Art Expo.
- Attended the Kaiapoi RSA monthly executive meeting.
- Attended the Waimakariri District Council and Environment Canterbury meeting in Pines Beach.

11 CONSULTATION PROJECTS

11.1 Draft CCTV and Other Recording Devices Policy

<https://letstalk.waimakariri.govt.nz/draft-cctv-policy>

Consultation closes Monday 20 July 2026.

11.2 Waimakariri Youth Council Future Voices Survey

<https://letstalk.waimakariri.govt.nz/waimakariri-youth-council-future-voices-survey>

The Board noted the Consultation Projects.

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 1 July 2026: \$11,909.

12.2 General Landscaping Budget

Balance as at 1 July 2026: \$32,250.

The Board noted the Funding Updates.

13 MEDIA ITEMS

Nil.

14 QUESTIONS UNDER STANDING ORDERS

Nil.

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board was scheduled for 5pm, Monday 17 August 2026 in the Kaikanui Room, Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 6.08PM.

CONFIRMED

Chairperson

Date