

# Rangiora-Ashley Community Board

## Agenda

Wednesday 9 February 2022

7.00pm

*Council Chamber  
215 High Street  
Rangiora*

*Members:*

Jim Gerard Q.S.O (Chairperson)  
Duncan Lundy (Deputy Chairperson)  
Kirstyn Barnett  
Robbie Brine  
Murray Clarke  
Monique Fleming  
Jason Goldsworthy  
Morris Harris  
Sarah Lewis  
Joan Ward  
Andrew Wells  
Paul Williams

**AGENDA FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD TO BE HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON WEDNESDAY 9 FEBRUARY 2021 AT 7PM.**

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

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**BUSINESS**

PAGES

**1. APOLOGIES**

**2. CONFLICTS OF INTEREST**

**3. ACKNOWLEDGMENTS**

**3.1. Obituaries**

- **Warwick Rathgen** – former member of the Rangiora Advisory Board member 2004 – 2010.
- **Ian Reid** – former member of the Ashley Eyre Advisory Group and Cust Water Advisory Group.
- **Giles Beaglehole** – former member of a number of local Rangiora groups including the Rangiora Advisory Group (2004 – 2007), Chair of the Northbrook Wetland Advisory Group, Rangiora Museum Committee and the Keep Rangiora Beautiful Group.

**4. CONFIRMATION OF MINUTES**

**4.1. Minutes of the Rangiora-Ashley Community Board – 8 December 2021**

*RECOMMENDATION*

6-14

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

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Rangiora-Ashley Community Board meeting, held on 8 December 2021.

**4.2. Matters Arising**

**5. DEPUTATIONS AND PRESENTATIONS**

**5.1. M Suman – Environment Canterbury – Gravel Extraction and Riverbed Leases.**

**5.2. G Stephens –Update on the Board’s Landscape Budget.**

**6. ADJOURNED BUSINESS**

Nil.

## 7. REPORTS

### 7.1. Request for Loading Zone on Railway Road – Shane Binder (Transportation Engineer)

*RECOMMENDATION*

15-20

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

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

- (a) **Receives** Report No. 211102176150.
- (b) **Approves** establishment of a 24-hour loading zone on the west side of Railway Road north of Marsh Road for a length of 35 metres.
- (c) **Circulates** this report to Utilities & Roading Committee for information.

### 7.2. Application to the Rangiora-Ashley Community Board's Discretionary Grant Fund 2021/22 – Kay Rabe (Governance Advisor)

*RECOMMENDATION*

21-33

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

- (a) **Receives** Report No. 220112002544.
- (b) **Approves** a grant of \$..... to the North Canterbury Pride towards hosting the Lesbian, Gay, Bisexual, Transgender, Questioning and Others (LGBTIQ+) picnic in Victoria Park, Rangiora.

**OR**

- (c) **Declines** the application from North Canterbury Pride.

### 7.3. Review of the Conflict of Interests Register – Kay Rabe (Governance Advisor)

*RECOMMENDATION*

34-45

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

- (a) **Receives** report No. 220117004137.
- (b) **Notes** a Register of Interests will be republished in the Rangiora-Ashley Community Board's March 2022 agenda and on the Council website.
- (c) **Notes** amendments can be made at any time by notification to the Governance Manager.
- (d) **Notes** the Register will be next reviewed when legislation changes occur or in November 2022 (whichever is soonest).

## 8. CORRESPONDENCE

### RECOMMENDATION

46-48

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** the thank you letter from the Rangiora Community Patrol (Trim.220113003359).
- (b) **Receives** the memorandum regarding forestry work at the Cust Domain (Trim. 220127009910).

## 9. CHAIRPERSON'S REPORT

### 9.1. Chair's Diary for November/ December 2021

### RECOMMENDATION

49

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** report No. 220131011098.

## 10. MATTERS FOR INFORMATION

- 10.1. Woodend-Sefton Community Board Meeting Minutes 13 December 2021 (Trim 211214199680).
- 10.2. Oxford-Ohoka Community Board Meeting Minutes 9 December 2021 (Trim 211210198331).
- 10.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 13 December 2021 (Trim 211214199976).
- 10.4. Elected Member Expense Policy Update – Report to Council Meeting  
7 December 2021 (Trim 211126189433) – Circulates to all Boards.
- 10.5. Annual Development Activity Score Card 1 July 2020 – 30 June 2021 – Report to District Planning and Regulation Committee 14 December 2021 (Trim 211019168698) – Circulates to all Boards.
- 10.6. Library Update to 2 December 2021 – Report to Community and Recreation Committee 14 December 2021 (Trim 211202193317) – Circulates to all Boards.
- 10.7. Te Kōhaka Trust 2021/22 Promotions Business Plan – Report to Audit and Risk Committee 16 November 2021 (Trim 211109180060) – Circulates to all Boards.
- 10.8. Promotion of Waimakariri District Business Plan Report, Draft Annual Report and unaudited accounts for Enterprise North Canterbury for the Year Ended 30 June 2021 – Report to Audit and Risk Committee  
16 November 2021 (Trim 211110180379) – Circulates to all Boards.
- 10.9. Submission to Waste Strategy and Legislation Consultation: Closing  
26 November 2021 – Report to Utilities and Roading Committee  
16 November 2021 (Trim 211019168795) – Circulates to all Boards.

### RECOMMENDATION

THAT the Rangiora-Ashley Community Board:

- (a) **Receives** the information in Items 9.1 to 9.19.

**Note:**

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

**11. 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.*

**12. CONSULTATION PROJECTS**

**12.1. Gambling**

<https://letstalk.waimakariri.govt.nz/let-s-talk-about-gambling>

Consultation closes Monday 21 February 2022

**12.2. E-Scooters Trial**

<https://letstalk.waimakariri.govt.nz/e-scooter-trial>

Consultation runs throughout trial and closes April 2022.

**13. BOARD FUNDING UPDATE**

**13.1. Board Discretionary Grant**

Balance as at 10 January 2022: \$12,220.

**13.2. General Landscaping Fund**

Carryover from 2020/21: \$1,580.

Allocation for 2021/22: \$25,430.

Balance as at 10 January 2022: \$27,010.

**14. MEDIA ITEMS**

**15. QUESTIONS UNDER STANDING ORDERS**

**16. URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

**NEXT MEETING**

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 9 March 2022 in the Council Chamber.

**Workshop**

- *Members Forum*

**MINUTES OF THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD  
HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON WEDNESDAY  
8 DECEMBER 2021 AT 7PM.**

**PRESENT:**

J Gerard (Chairperson), D Lundy (Deputy Chairperson), K Barnett, R Brine, M Clarke, M Fleming, J Goldsworthy, M Harris, S Lewis, J Ward, A Wells and P Williams.

**IN ATTENDANCE**

L Smith (Manager People and Engagement), D Young (Senior Engineering Advisor), J Dhakal (Project Engineer), K Graham (Road Safety Co-coordinator, Journey Planner), S Morrow (Rates Officer Land Information), K Rabe (Governance Advisor) and E Stubbs (Governance Support Officer).

**1 APOLOGIES**

There were no apologies.

**2 CONFLICTS OF INTEREST**

There were no conflicts of interest declared.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of the Rangiora-Ashley Community Board – 10 November 2021**

Moved: P Williams      Seconded: D Lundy

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

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Rangiora-Ashley Community Board meeting, held on 10 November 2021.

**CARRIED**

**3.2 Matters Arising**

D Lundy commented on the Council's vote against the proposed speed limit reductions. He believed that it may not have been the best approach to review speed limit reductions in mass. The rural and urban roads were distinctly different and while there was support for the reduction of speed limits in the Rangiora area, the rural area of Cust had differing views.

L Smith provided an update about the Covid-19 Protection Framework for Council facilities. There had been no change to the vaccination status of facilities at present, however on Friday 10 December an Extraordinary Council meeting was scheduled to consider risk assessments for staff and vaccine requirements for Aquatic Facilities and Libraries.

**4 DEPUTATIONS AND PRESENTATIONS**

Nil.

## 5 **ADJOURNED BUSINESS**

Nil.

## 6 **REPORTS**

### 6.1 **Southbrook Road Safety Improvements Let's Talk Feedback – D Young (Senior Engineering Advisor) and J Dhakal (Project Engineer)**

J Dhakal provided an update on the feedback received on the proposed Southbrook Road safety improvements. Over the last few months the Council had undertaken consultation both with the general community, and through targeted consultation with directly affected parties. While some issues raised through consultation would continue to be investigated as the project progressed, overall the feedback was positive.

D Young commented that the feedback received had mostly been from parties in the project area. This submission and staff response had been included in the report.

D Lundy enquired on the ability of Coronation Street to supply extra parking and if the infrastructure was sufficient for the increased traffic. D Young replied that the intention was not to increase traffic on Coronation Street, however, this would be monitored. In terms of parking provision, ongoing discussions with the new car sales business on the corner of Coronation Street and Southbrook Road were being held. The business had expressed concern regarding the reduction of parking outside its premises and also raised concern about the reduced sight lines due to the street tree situated on the corner. The project was still in the early design phase and the business' concerns would be taken into account during the final design.

J Ward enquired if the community had been made aware of the potential cycleway from Coronation Street joining to Passchendaele cycleway. D Young commented the cycleway had been discussed with some parties including the Southbrook School. The information was available, however, staff had focused on the traffic signals and scheme design project. There would be another round of consultation in the new year which would include the cycleway options. There would also be further conversation with Southbrook School regarding school drop-off and pickup safety, as the traffic light upgrade and cycleway would have a flow on effect on the school gate activity.

K Barnett asked if the extra vehicle movement created by the new business would have an impact on traffic flow in the area. D Young explained that following installation of new kerbing a tree, that had required a re-alignment of the kerb, had died, therefore there was an option to remove the kerb build out, allowing a further drop-off area for the schools in the area. While there were practical advantages, it would also not be ideal to remove kerbing that had just been installed.

K Barnett commented that the installation of the new traffic lights were some time away and questioned what was being done in the interim. D Young advised that the status quo would be retained including the temporary measures outside the school if approved by the Board.

D Lundy referred to the construction risk addressed in section 5.2 of the report and asked how other contractors could be prevented from working concurrently on Southbrook Road. D Young advised that there was a good working relationship between contractors and the Council and regular monthly meetings were held with other infrastructure providers including Spark, Chorus and Mainpower where issues such as potential clashes were discussed, however, acknowledged that the construction would be disruptive.

Staff had taken advice and would incorporate details around staging, timeframes and traffic impact into the contract in order to mitigate the disruption.

Moved: J Ward

Seconded: P Williams

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

(a) **Receives** report No. TRIM 211124187890.

And

**RECOMMENDS** that the Council:

(b) **Adopts** the Southbrook Road Traffic Signals and associated works as shown on the Southbrook Road Consultation Scheme Design (TRIM 211124188427).

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

(d) **Approve** the Terms of Reference for the Southbrook Road Reference Group.

(e) **Notes** this traffic signal project was about road safety and not road improvements. The longer term strategy for the future traffic improvements on Southbrook Road would be considered in the next stage of this project.

(f) **Notes** that the consultation feedback overall was positive for the traffic signals. However, many respondents indicated that they were eager to see a long term strategy for Southbrook Road and the surrounding area progressed.

(g) **Notes** the Working Group was now turning its attention to the medium/long term issues associated with the future traffic improvements on Southbrook Road. To do this it would establish a Reference Group that includes a range of stakeholders to discuss the issues. This would happen in the New Year once Council had approved the Terms of Reference for the Southbrook Road Reference Group.

**CARRIED**

J Ward commented there had been a lot of discussion around the project and it would be good to see it progressed. She was looking forward to the eastern bypass development.

P Williams commented there had been good communication during the project and while there were still some issues, progress was being made.

6.2 **Innovating Streets Update and Consideration of formalising the right turn restriction from Denchs Road into Southbrook Road – K Graham (Road Safety Co-ordinator/Journey Planner)**

K Graham spoke briefly to the report which was to provide an update on the Innovating Streets Project in Southbrook. The project had 90% Waka Kotahi funding and provided temporary measures to address safety issues around the Southbrook schools. The temporary measures included buildouts and road paint at crossing points, a no-right turn from Denchs Road, painted roundabouts, an additional drop off zone and vegetation removal.

K Graham advised there had been positive feedback received from the schools who indicated the desire to retain these measures. They had also suggested further safety measures which included the Torlesse/Coronation Streets intersection and parking on Marshall Street. Some of the measures could be investigated as part of the Southbrook Road Traffic Signals Project.



Moved: P Williams                      Seconded: S Lewis

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

- (a) **Receives** report No. 211108179157.
- (b) **Approves** Option One which would retain the temporary measures installed as part of the Innovating Streets project in Southbrook, until such time as permanent changes were made in conjunction with the Southbrook Road / Torlesse Street signalisation project.
- (c) **Approves** the formalisation of the No Right Turn control (consisting of signage only) from Denchs Road onto Southbrook Road.
- (d) **Notes** that an update would be provided to residents in the immediate affected areas advising of the decision to retain the temporary measures and the no right turn restriction being made permanent.
- (e) **Circulates** this report to the Utilities and Roading Committee for its information.

**CARRIED**

P Williams commented it made sense to retain the layout as the schools supported that option. S Lewis concurred with the comment made by the previous speaker.

**6.3 Road Naming – 11 Oxford Limited Subdivision – S Morrow (Rates Officer Land Information)**

S Morrow noted that the road naming was for a private Right of Way at 11 Oxford Road. The first two options had been selected from the Pre-approved Road Naming List for Rangiora-Ashley ward.

Moved: M Fleming                      Seconded: S Lewis

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

- (a) **Receives** Report No. 211125188561.
- (b) **Approves** Bethell Close for the private Right of Way created as part of the subdivision of 11 Oxford Road, Rangiora.
- (c) **Notes** the Community Board may replace any proposed name with a name of its choice.

**CARRIED**

M Fleming appreciated the road being named after a female poet as most road seemed to be named after male historic figures.

**6.4 Application to the Rangiora-Ashley Community Board's 2021/22 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe commented that while maintenance did not necessarily fit into the discretionary grant criteria, it was clear from their application that the Rangiora Community Patrol had been seriously impacted by Covid-19.

K Rabe noted that the Soroptimists of North Canterbury Christmas Tree Festival application had been delayed due to uncertainty around Covid-19 and personnel complications. Further financial information had been provided on request, although there was not a lot of detail included. She noted the Christmas Tree Festival supported different charities each year.

Moved: M Harris                      Seconded: D Lundy

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

- (a) **Receives** report No. 211123187218.
- (b) **Approves** a grant of \$500 to the Rangiora Community Patrol towards the cost of maintenance for the Community Patrol car.

**CARRIED**

M Harris and A Wells agreed that the Rangiora Community Patrol provided a great benefit to the community.

Moved: K Barnett                      Seconded: S Lewis

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

- (c) **Approves** a grant of \$500 to the Soroptimists of North Canterbury towards advertising the News Christmas Tree Festival.

**CARRIED**

J Gerard, P Williams against

K Barnett commented that the Christmas Tree Festival was the only local Christmas community event being held in 2021. The Soroptimists had worked hard to adapt to Covid-19 restrictions and she would like to see the Board support the event.

J Gerard opposed the motion as the Soroptimists did not appear to need the money given their financial position, and the groups they were funding should rather approach the Board directly for funding. The application was not straightforward as the application had been made after the funds had already been spent. The Board funding criteria states that grants would not be allocated for expenditure that had already occurred. Also, they had not used local contractors for the signage and the financial information provided had been inaccurate as it did not mention the previous Christmas Tree Festival income and expenses in any detail. While he supported the Christmas Tree Festival he believed he could not justify spending ratepayer's money given the issues he had raised.

P Williams supported the festival, however agreed that the Group should have used a local contractor for signage.

K Barnett, in her right of reply, noted using local contractors was a suggestion, not a requirement. If the Board did not support the application the cost of signage would reduce the amount donated to the charities chosen. She noted delays had been caused by uncertainty around Covid-19 and the Board had the flexibility to support the application.

6.5 **Ratification of the Rangiora-Ashley Community Board's submission on the Proposed District Plan – K Rabe (Governance Advisor)**

K Rabe noted the submission had been drafted following a Board workshop, and had been circulated to members for comment. She had lodged the submission on behalf of the Board on 25 November 2021.

Moved: M Harris                      Seconded: D Lundy

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

- (a) **Receives** report No. 211122186783.
- (b) **Retrospectively ratifies** the Board's submission to the Waimakariri District Council Draft proposed District Plan (Trim Ref: 211105178099), that was submitted on 25 November 2021.

**CARRIED**

D Lundy believed the Board's submission was reasonably straightforward.

## 7 CORRESPONDENCE

Nil.

## 8 CHAIRPERSON'S REPORT

### 8.1 Chair's Diary for November 2021

Moved: J Gerard                      Seconded: D Lundy

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

- (a) **Receives** report No. 211129190003.

**CARRIED**

## 9 MATTERS FOR INFORMATION

9.1 Oxford-Ohoka Community Board Meeting Minutes 3 November 2021 (Trim 211105178164)

9.2 Woodend-Sefton Community Board Meeting Minutes 8 November 2021 (Trim 211012164452)

9.3 Kaiapoi-Tuahiwi Community Board Meeting Minutes 15 November 2021 (Trim 211018167853)

9.4 Representation Review Arrangements 2022 – Final Proposal (Trim 211006160932) – Report to Council Meeting 2 November 2021 – Circulates to all Boards

9.5 Submission to Waste Strategy and Legislation Consultation: closing 26 November 2021 (Trim 211019168795) – Report to Utilities and Rooding Committee Meeting 16 November 2021 – Circulates to all Boards

9.6 Waka Kotahi Technical Audit Outcomes – November 2021 (Trim 211104177484) – Report to Utilities and Rooding Committee Meeting 16 November 2021 – Circulates to all Boards

9.7 Summary of Discretionary Grant Accountability 1 July 2020 to 30 June 2021 – Report to Oxford Ohoka Community Board 4 August 2021 – Circulates to all Boards

9.8 Summary of Discretionary Grant Accountability 1 July 2020 to 30 June 2021 – Report to Woodend Sefton Community Board 9 August 2021 – Circulates to all Boards

9.9 Summary of Discretionary Grant Accountability 1 July 2020 to 30 June 2021 – Report to Rangiora-Ashley Community Board 11 August 2021 – Circulates to all Boards

9.10 Summary of Discretionary Grant Accountability 1 July 2020 to 30 June 2021 – Report to Kaiapoi-Tuahiwi Community Board 16 August 2021 – Circulates to all Boards

Moved: K Barnett                      Seconded: P Williams

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

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

**CARRIED**

## 10 MEMBERS' INFORMATION EXCHANGE

### K Barnett

- Commented on the Council passing the speed limit reductions. The Oxford Main Street was approved to remain at 50km/h rather than 40km/h. The Council would revisit the reductions for the Rangiora-Ashley and Kaiapoi-Tuahiwi Board areas early in 2022.
- The Three Waters reform and Shovel Ready projects continued to dominate staff time as well as dealing with new legislation.
- Commented on the disruption caused by high staff turnover.

### J Goldsworthy

- Noted work had started on the Cust Community Centre floor.

### S Lewis

- Had helped facilitate a meeting between the Table Bowls Club and Community and Greenspace Managers. The club was looking to expand facilities to accommodate its growing membership (currently 94 members).

### D Lundy

- Attended unveiling of plaque for animals lost in WWI.
- Attended Hurunui District Council Water Liaison Scheme meeting where the Three Waters reform was discussed. Noted damage caused to underground water pipes by trees uprooted during the recent weather event in the Hurunui. This was also a potential risk to the Waimakariri District.

### J Ward

- Attended Audit and Risk and Utilities and Roading Committee meetings.
- Attended 2022/23 Annual Plan meetings.
- Noted the new shops opening Rangiora Town Centre.
- Attended Charter Presentation to Air Training Squadron 88. They were a great asset to the community.
- Attended Rangiora Airfield Advisory Group meeting and noted upcoming report to the Board regarding future development. Security improvements were underway.
- Attended Business Awards which were presented by Zoom, a function was being planned for February 2022.
- Attended a number of tender openings.

### A Wells

- He received many complaints from the community regarding the state of gravel roads.

### R Brine

- Kerbside collection had no rejected loads last month.
- Issues with site maintenance/tidiness. Greenspace Team to carryout inspections.

### P Williams

- Joined Roading staff for trip around gravel roads taking notes of maintenance required. The Council did not have the budget to cover what was required. In addition Council's roading contractor Sicon, was short staffed and were finding recruitment challenging.
- Attended trip to view road repairs in Lees Valley. There was a massive amount of damage. Waka Kotahi were contributing to cost of repairs.
- Attended Hurunui District Council Water Liaison Scheme meeting, they were providing good support to schemes located in the Waimakariri.
- Attended Charter Presentation to Air Training Squadron 88, they were rapidly expanding.

### M Fleming

- Assisting with Rangiora Keep New Zealand Beautiful planting.

M Harris

- Met with concerned ratepayer about ECan revoking riverbed leases.
- Raised concern that gravel was not being removed from the Ashley River to help prevent flooding. Staff requested to follow up with ECan, asking them to present to the Board regarding concerns raised.

M Clarke

- Concern about Covid-19 restrictions were preventing him carrying out his role as a JP.
- Noted Loburn/Ashley community were requesting a potential recycling depot on the north of the river.
- Asked if Ashley Village could be connected to the new Loburn waterline. P Williams advised the line had been designed with the capacity for that in the future.

**11 CONSULTATION PROJECTS****11.1 Kaiapoi Community Concept Plan**

<https://letstalk.waimakariri.govt.nz/kaiapoicommunityhubplan>

Consultation closes Monday 13 December.

**11.2 Sefton Domain**

<https://letstalk.waimakariri.govt.nz/let-s-talk-about-sefton-domain>

Consultation closes Wednesday 15 December.

**11.3 Parking in the Kaiapoi Town Centre**

<https://letstalk.waimakariri.govt.nz/let-s-talk-parking-in-the-kaiapoi-town-centre>

Consultation closes Friday 17 December.

**11.4 E-Scooters Trial**

<https://letstalk.waimakariri.govt.nz/e-scooter-trial>

Consultation runs throughout trial and closes April 2022.

The Board noted the Consultation Projects.

**12 BOARD FUNDING UPDATE****12.1 Board Discretionary Grant**

Balance as at 29 November 2021: \$13,220.

**12.2 General Landscaping Fund**

Carryover from 2020/21: \$1,580.

Allocation for 2021/22: \$25,430.

Balance as at 29 November 2021: \$27,010.

The Board noted the Board funding balances.

**13 MEDIA ITEMS**

Nil.

**14 QUESTIONS UNDER STANDING ORDERS**

Nil.

15 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**NEXT MEETING**

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 9 February 2022 in the Council Chamber.

There being no further business the meeting closed at 8.13pm.

CONFIRMED

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Chairperson  
9 February 2022

**WAIMAKARIRI DISTRICT COUNCIL**

**REPORT FOR DECISION**

**FILE NO and TRIM NO:** RDG-28 / 211102176150

**REPORT TO:** RANGIORA-ASHLEY COMMUNITY BOARD

**DATE OF MEETING:** 9 February 2022

**AUTHOR(S):** Shane Binder, Transport Engineer

**SUBJECT:** Request for a Loading Zone on Railway Road

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

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

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

**1. SUMMARY**

- 1.1. This report seeks approval to establish a 24-hour loading zone on the west side of Railway Road, north of Marsh Road.
- 1.2. Railway Road is a local road with a sealed carriageway that varies in width between 7.8 and 8.8 metres, between Station Road / Marsh Road and the Pak'nSave loading entry. At present, the west side of Railway Road has unrestricted parallel parking while the east side of the road is unkerbed and marked with a no-stopping restriction in this section.
- 1.3. Pak'nSave has limited queuing space on-site for trucks arriving the offload groceries via Railway Road.
- 1.4. A number of service requests have been received by staff regarding trucks waiting off-site from Pak-n-Save, queuing on the east side of Railway Road, over or east of the no-stopping marking and immediately adjacent to the railway line. Besides being in breach of the no-stopping rule, these queuing trucks also limit visibility of the Station Road / Marsh Road intersection and Marsh Road level railway crossing.
- 1.5. Establishment of a loading zone on the west side of Railway Road will provide a location for trucks to queue without impacting sight distance or other traffic operations. This loading zone would cause the loss of about five unrestricted parking stalls; this parking demand is expected to be accommodated in existing on-street parking capacity further north or south along Railway Road.
- 1.6. Council staff have consulted with the Pak'nSave franchise owner on these proposed changes and they were comfortable with the proposed loading zone.

Attachments:

- i. Railway Road loading zone concept scheme (TRIM no. 211102176153)

**2. RECOMMENDATION**

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

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

- (a) **Receives** Report No. 211102176150.
- (b) **Approves** establishment of a 24-hour loading zone on the west side of Railway Road north of Marsh Road for a length of 35 metres.

- (c) **Circulates** this report to Utilities & Roading Committee for information.

### 3. **BACKGROUND**

- 3.1. Railway Road is a local road in south Rangiora that travels north-south between Torlesse Street and Lineside Road. Between Station Road / Marsh Road and the Pak'nSave loading entry, Railway Road parallels the KiwiRail South Island Main Trunk railway line. In this section, it has a sealed carriageway that varies in width between 7.8 and 8.8 metres.
- 3.2. At present, the west side of Railway Road has unrestricted parallel parking between Station Road / Marsh Road and the Pak'nSave loading entry. The east side of the road is unkerbed and marked with a no-stopping restriction.
- 3.3. Figure 1: Current Street Configuration



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

- 4.1. Pak'nSave has limited queuing space on-site for trucks arriving for the offload of groceries via Railway Road. A recently-consented operational change allows for Pak'nSave to offload trucks earlier in the morning. However, staff have received a number of service requests documenting trucks waiting off-site from Pak'nSave, queuing on the east side of Railway Road, over or east of the no-stopping marking.
- 4.2. Besides breaching the no-stopping rule, these queuing trucks also limit visibility of the Station Road / Marsh Road intersection and Marsh Road level railway crossing which creates a safety issue. Photos from service requests are included in Figure 2 of this report.



Figure 2: Truck queuing off-site on east side of Railway Road



- 4.3. The parallel parking on the west side of Railway Road is heavily used by Pak'nSave staff for all day parking; this parking demand also stretches up Railway Road on both sides, reaching as far north as Dunlops Road on high-demand days. Staff are considering options for minor works on the east side of Railway Road north of the South Brook culvert which may increase parking supply in this area.
- 4.4. Based on site investigation and consultation with the Pak'nSave franchise owner, it is recommended that the west side of Railway Road between Station Road and the Pak'nSave entry have a 24-hour loading zone established to accommodate trucks queuing to offload at the grocery store. Establishment of this loading zone will provide a location for trucks to queue without impacting sight distance or other traffic operations. This loading zone would cause the loss of approximately five unrestricted parking stalls; this parking demand is expected to be accommodated in existing on-street parking capacity further north or south along Railway Road.

### **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**

Council staff have consulted with the Pak'nSave franchise owner on these proposed changes and they were comfortable with the proposed loading zone.

There are no other 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; the impacts of kerbside management are considered to be localised and minor in nature. It is noted that no public consultation has been carried out with any other businesses or residents on Railway Road or the wider community.

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

### **6.1. Financial Implications**

There are not financial implications of the decisions sought by this report. The minor costs for signage and markings can be accommodated within the road maintenance budget.

### **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.

### **6.3 Health and Safety**

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

Physical works will be undertaken through the Road Maintenance Contract. The Road Maintenance contractor has a Health & Safety Plan and a SiteWise score of 100.

## **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**

Section 2 of the Land Transport Rule: Traffic Control Devices requires a Road Controlling Authority to "authorise and, as appropriate, install or operate traffic control devices."

Section 12.4 allows that "a Road Controlling Authority may restrict the parking of vehicles by designating an area of road as a loading zone to which a time restriction may also apply."

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

The Council's community outcomes are relevant to the actions arising from recommendations in this report. This report considers the following outcome:

***There is a safe environment for all***

- Harm to people from natural and man-made hazards is minimised.
- Crime, injury and harm from road crashes, gambling, and alcohol abuse are minimised.

### 7.4. **Authorising Delegations**

Per Part 3 of the WDC *Delegations Manual*, the Community Board has the delegated authority to approve traffic control and constraint measures on streets.

Per Part 2 of the WDC *Delegations Manual*, the District Planning and Regulation Committee is responsible for parking enforcement.



100mm wide continuous yellow line, ~2.2-2.5m long

Rotate existing NO STOPPING sign and arrow 90 degrees to face roadway  
Relocate sign post 600mm off seal



Install RP-1 NO STOPPING and double-headed arrow signs on new sign post 600mm off seal

Extend 5m north of existing parking mark, leaving 1m space south of kerb return

Blue RRPM on ex. triangle

Rotate existing NO STOPPING sign and arrow 90 degrees to face roadway  
Relocate sign post 600mm off seal

100mm yellow circle, 1m min. diameter, centred on hydrant

100mm wide broken yellow line



Install RP-1 NO STOPPING and double-headed arrow signs on new sign post 600mm off seal



100mm wide continuous yellow line, ~2.2-2.5m long

Existing NO STOPPING sign (to remain)

Railway Road Loading Zone  
COMP: S Binder  
DATE: 5 October 2021

STATION ROAD

RAILWAY ROAD

20

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

**FILE NO and TRIM NO:** GOV-26-11-06 / 220112002544

**REPORT TO:** RANGRIOA-ASHLEY COMMUNITY BOARD

**DATE OF MEETING:** 9 February 2022

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

**SUBJECT:** Application to the Rangiora-Ashley Community Board's Discretionary Grant Fund 2021/22

**ENDORSED BY:**(for Reports to Council,  
Committees or Boards)\_\_\_\_\_  
Department Manager\_\_\_\_\_  
Chief Executive**1. SUMMARY**

1.1. This report is to consider an application for funding received from:

<b>Name of Organisation</b>	<b>Purpose</b>	<b>Amount Requested</b>
North Canterbury Pride	To host the LGBTIQ+ Picnic	\$250

Attachments:

- i. Application from North Canterbury Pride (Trim Ref: 220105000084).
- ii. A spreadsheet showing the previous two years' grants.
- iii. Board funding criteria 2021/22 (Trim Ref: 210603089776).

**2. RECOMMENDATION**

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

- (a) **Receives** Report No. 220112002544.
- (b) **Approves** a grant of \$..... to the North Canterbury Pride towards hosting the Lesbian, Gay, Bisexual, Transgender, Questioning and Others (LGBTIQ+) picnic in Victoria Park, Rangiora.

**OR**

- (c) **Declines** the application from North Canterbury Pride.

**3. BACKGROUND**

- 3.1. **North Canterbury Pride** is requesting funding to host its annual Picnic in the Park for the Lesbian, Gay, Bisexual, Transgender, Questioning and Others (LGBTIQ+) community, on Sunday 6 March 2022.
- 3.2. The current balance of the Rangiora-Ashley Community Board's Discretionary Grant Fund for 2021/22 is \$12,220.

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

##### ***North Canterbury Pride (NCP)***

- 4.1 NCP came together in 2018 in response to a suggestion that the LGBTIQ+ (lesbians, gay, bi, trans, intersex or questioning) be organised in Rangiora to coincide with the Christchurch Pride Week which is held in March. While Christchurch Pride events attract people from the Waimakariri district and other areas in Canterbury, NCP felt there was a need for such an event in the district. Being a rural district, NCP anticipate bringing people together who may otherwise feel isolated, particularly youth.
- 4.2 The event, now in its fifth year, is held annually and has grown in success and size every year. The event is supported by the emergency services, Council, dignitaries, schools and businesses, local media and most importantly support groups in the area. The purpose of the event is to promote diversity, inclusion and the reduction of stigma. It is a welcoming event which offers a safe environment. The event includes games which all can participate in, appropriate live music, limits hospitality outlets and only permits the sale of goods to fundraise which are approved by the NCP.
- 4.3 This year the event is scheduled for Sunday 6 March 2022 and is expected to attract approximately 40% of participants from the Rangiora-Ashley Ward with approximately 40% from the Kaiapoi-Tuahiwi area and 10% each from the Oxford-Ohoka and Woodend-Sefton areas. While a wide range of ages are expected to attend it is anticipated that the event will mostly attract students from the high schools in the area. The event provides the LGBTIQ+ community and all others, a fun day of relaxed networking and socialising, to grow relationships and have access to a number of professional health providers and support services.
- 4.4 The event will go ahead even if this application is unsuccessful. The funds will allow the NCP to pay for services offered (much of which is currently provided from goodwill) and will allow the group to progress providing more events in the future. The NCP has also applied for funding from the Kaiapoi-Tuahiwi Community Board and a donation of \$500 has already been received from a local business.
- 4.5 It should be noted that the Trust received the following funding from the Board over the last five years and all Accountability Forms have been received:

2019/20	Towards the running costs associated with the Picnic in the Park	Withdrawn
2020/21	Towards the running costs associated with the Picnic in the Park	\$250

- 4.6 There are no implications on community wellbeing by the issues and options that are the subject matter of this report.
- 4.7. The Management Team has reviewed this report.

#### 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 no groups and organisations, other than North Canterbury Pride likely to be affected by, or to have an interest in the subject matter of this report. However it should be noted that many LGBTIQ+ groups and organisations are expected to attend the event.

### 5.3. **Wider Community**

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report. However it should be noted that North Canterbury Pride encourages acceptance of diversity and inclusion and works to reduce stigma in the community.

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

### 6.1. **Financial Implications**

The 2021-31 Long Term Plan includes budget provision for the Rangiora-Ashley Community Board to approve grants to community groups up to a total of \$9,870 in the 2021/22 financial year. An amount of \$7,098 was carried forward from the 2020/21 financial year, thereby bringing the Discretionary Grant Fund to a total of \$16,968 for this financial year. The Board currently have \$12,220 funds available.

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

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

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

### 6.3 **Risk Management**

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

### 6.4 **Health and Safety**

All health and safety related issues will fall under the auspices of North Canterbury Pride.

## 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**

Community Boards have delegated authority to approve Discretionary Grant Funding.

**Groups applying for Board Discretionary Grants<sup>24</sup> 2021/2022**Name of Group: North Canterbury PrideAddress: c/o 105 King Street, Rangiora 7400Contact Person within Organisation: Paul FinchPosition within Organisation: TreasurerContact phone number: 021 145 9099Email: pmf@finbo.org**Describe what the project is and what the grant funding be used for?** (Use additional pages if needed)

North Canterbury Pride exists to host LGBTIQ+ social events in North Canterbury, particularly in association with Christchurch Pride week. The purpose of these events is to promote diversity and inclusion and reduce stigma. The project organised and run now celebrates its 5th year, is a picnic with live music and games. (continued on attached)

What is the timeframe of the project/event date? 6th March 2022Overall Cost of Project: (2021) \$1545.64Amount Requested: \$250.00How many people will directly benefit from this project? 500 (2020)

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

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

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

Oxford-Ohoka 10 %    Rangiora-Ashley 40 %    Woodend-Sefton 10 %    Kaiapoi-Tuahiwi 40 %

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

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

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

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

Bringing people together who may otherwise feel isolated, particularly LGBTIQ+ youth, is of great value and this is recognised by the services support received.



What is the benefit(s) to your organisation?

25

Funding allows NCP to pay for services offered at the correct rate (much is currently goodwill provided). It allows us to progress providing more event like the sellout cinema night 2021.

What are the benefit(s) to the Rangiora-Ashley community or wider district?

It provides the LGBTIQ+ community and all others a fun day of relaxed networking and socialising, to grow relationships and have access to a number of professional health providers.

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

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

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

\_\_\_\_\_

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

Applications to Kaiapoi-Tuahiwi Community Board. Donation already received from local business \$500.

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

If yes, please supply details:

We applied for similar funding at the end of December 2020 and were successful. Many thanks.

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

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

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

Signed: Paul FinchDate: 3 January 2022

Project description (cont..)

Cynthia Spittal is Chair and any funds secured will be deposited in the NCP committee's Kiwibank account. Two members of the committee (Chair, Treasurer, Secretary, +3) are signatories for the account. The committee includes LGBTIQ+ people whom are connected to Rangiora and North Canterbury.

NCP came together in 2018 in response to a suggestion by a member to be, that a LGBTIQ+ event be organised in Rangiora to coincide with Christchurch Pride week, which is held during March. While Christchurch Pride events attract people from Rangiora and other areas in Canterbury, NCP felt there was a need for such an event in the district. Being a rural but rapidly expanding district, we anticipated bringing people together who may otherwise feel isolated, particularly youth.

The event held annually, now in its 5<sup>th</sup> year, has grown in success and size year on year (ca. 200 attendees Yr1, then 300 in Yr 2 and 400 in Yr 3 and 500 last year) and gets good support from the emergency services, council and dignitaries, schools, businesses, local radio, newspapers and most importantly, support groups. The focus of the event is inclusivity and it is welcoming and safe.

We include games such that all can participate, appropriate live music to set a calm tone and limit hospitality outlets. We only permit the sale of goods to fundraising items provided by NCP.

Event		Picnic														
Date		21-Mar-21														
Income (Credit)								Expenditure (Debit)								
Item	Supplier	Qty	Unit Rate	SubTotal	Bank Note	Date	Note	Item	Supplier	Qty	Unit Rate	SubTotal	Bank Note	Date	Note	
Funding	Finbo	1	300.00	300.00	Bill Payment	14/12/2020										
	Jayne Martin	1	100.00	100.00	Bill Payment	10/02/2021										
	R-A Comm Ward	1	250.00	250.00	Direct Credit	22/03/2021	Grant									
	K-T Comm Ward	1	250.00	250.00	Direct Credit	22/03/2021	Grant									
Merchandise	Finbo	1	200.00	200.00	Cash Deposit	01/04/2021	Float. See Merch	Merchandise	Finbo	1	200.00	-200.00		02/04/2021	Float	
									Coolleststart	1	7.73	7.73		14/12/2020	Stickers	
									A1home	1	30.91	30.91		14/12/2020	Flags	
									Loveland	1	27.03	27.03		14/12/2020	Pins	
									Litervitay store	1	5.03	5.03		14/12/2020	Stickers	
									DianHai Store	1	45.26	45.26		14/12/2020	Flags	
									OVCCLOVCCI Store	1	13.48	13.48		14/12/2020	Pins	
									Wanqiu Store	1	37.41	37.41		14/12/2020	Wristbands	
									Zhan Jay's Store	1	28.78	28.78		14/12/2020	Flags	
									Jimitu Ali store	1	5.30	5.30		14/12/2020	Stickers	
												200.93				
									Johnin Factory Store	1	200.00	-200.00	Pay	14/12/2020	Tayla - Merch	
										1	121.31	-121.31		19/01/2021	Paul - Flags	
			23	3.00	69.00		21/03/2021	Wristbands (noted)								
			99	2.00	198.00		21/03/2021	Flags (noted)								
		40	3.00	120.00		21/03/2021	Badges (noted)									
		169	0.50	84.50		21/03/2021	Stickers (noted)									
		24	3.00	72.00		21/03/2021	Earrings (noted)									
		21		72.00		21/03/2021	Rocks (noted)									
		39	12.00	468.00		21/03/2021	Large Flags (noted)									
				1,083.50												
		1	202.50	202.50	Direct Credit	21/03/2021	Purchases									
		1	965.00	965.00	Cash Deposit	01/04/2021	Cash. See float									
Insurance	Crombie Lockwood							Insurance	Crombie Lockwood	1	201.25	-201.25	Pay	19/03/2021	Insurance	
Music	Oliver Jay Heperi							Music	Oliver Jay Heperi	1	450.00	-450.00	Pay	24/03/2021	Music	
Venue	W.D.C							Venue	W.D.C	1	56.77	-56.77	Pay	07/03/2021	Park and clean	
Promotion	Whitehead Signs & Design							Promotion	Whitehead Signs & Design	1	138.00	-138.00	Pay	01/02/2021	Adjustments	
Sundries	Warehouse							Sundries	Warehouse	1	62.50	-62.50		04/03/2021	Laminating QR codes	
	Chemist Warehouse								Chemist Warehouse	1	107.12	-107.12		19/03/2021	Paul paid Sunscreen & Sanitiser	
	Warehouse								Warehouse	1	7.49	-7.49		04/03/2021	Paul paid Sales book Paul paid	
Sub Total				2,267.50								-1,544.44				
BANK TRANSACTION					Transaction Fee								-1.20			
Sub Total				2,267.50								-1,545.64				
Sub Total	<b>Net Profit Picnic 2021</b>			721.86												
Balance Prior to Event				807.09												
Balance Following Event				<b>1,528.95</b>												

**Notes 2021**  
 NCPride received grants of \$500. \$0 received 2020  
 NCPride received donations of \$400. \$200 down on 2020  
 Musician increase \$50  
 Merchandise profit increased from \$300 to \$850  
 NCPride spent \$0 on prizes this year  
 Insurance increased 15%  
**Cost to stage PICNIC** Min 846.02 (no merchandise bought)

## Board Funding for the 2020/21 Financial Year

Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
		Council Allocation 10,630 + Carry forwards \$5,000 = \$15,630				\$ 15,630.00
8-Jul	No applications considered					
12-Aug	No applications considered					
9-Sep	Reflections Community Trust	Advertising	Decline	\$460	\$0	\$ 15,630.00
9-Sep	North Canterbury Indoor Bowls	Hall hire		\$800	\$500	\$ 15,130.00
14-Oct	Ashley Playcentre	Sandpit toys	5/05/2021	\$500	\$500	\$14,630.00
14-Oct	North Loburn School	Equipment and compost	25/03/2021	\$494	\$494	\$ 14,136.00
14-Oct	Cust-West Eyreton Playcentre	Tablet and Artwork	18.06.2021	\$500	\$500	\$ 13,636.00
14-Oct	Waimakariri Combined Friendship Club	Subsidise a day to Ashburton	Decline	\$500	\$0	\$ 13,636.00
14-Oct	Community Wellbeing North Canterbury Trust	Dishwasher		\$500	\$500	\$ 13,136.00
14-Oct	SeniorNet North Canterbury	Internet Banking Seminar	18.02.2021	\$120	\$120	\$ 13,016.00
11-Nov	Rangiora Toy Library	Pikler Triangle	11.03.2021	\$494	\$494	\$ 12,522.00
9-Dec	Southbrook Netball Club	Hall hire	10.05.2021	\$300	\$300	\$ 12,222.00
9-Dec	North Canterbury Athletic Club	Hall hire and storage	18.12.2020	\$1,139	\$500	\$ 11,722.00
12-Feb	Oxford Community Trust	costs for hosting a Wellbeing Networking Retreat	17.06.21	\$ 500.00	\$500	\$ 11,222.00
12-Feb	North Canterbury Pride	Host LGBTIQ social event		\$250	\$250	\$ 10,972.00
10-Mar	Waimakariri Arts Trust	Towards Advertising costs		\$500	\$500	\$ 10,472.00
10-Mar	The Hope Community Trust	Towards purchase of a lawn mower.		\$500	\$500	\$ 9,972.00
10-Mar	SeniorNet North Canterbury	Towards the cost of Internet Banking seminars	10.06.2021	\$100	\$100	\$ 9,872.00
10-Mar	TimeBank Waimakariri Inc	Towards co-hosting Back to Basics Waimakariri		\$500	\$500	\$ 9,372.00
14-Apr	Rangiora Menz Shed	Towards the purchasing of a bench top router		\$500	\$500	\$ 8,872.00

### Board Funding for the 2020/21 Financial Year

Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
12-May	North Canterbury Basketball	Towards the purchase of a manual score bench and sore cards		\$489	\$489	\$ 8,383.00
12-May	Fernside Netball Club	Towards the purchase of equipment bags		\$525	\$525	\$ 7,858.00
9-Jun	Okuku Pony Club	Towards the purchase of new jump rails		\$500	\$500	\$ 7,358.00
9-Jun	NC Federation Womens Institute	cost of hall hire and craft supplies		\$260	\$260	\$ 7,098.00

## GOVERNANCE

### Rangiora-Ashley Community Board

# Discretionary Grant Application

## Information to assist groups with their application

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

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

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

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

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

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

Continued over page

## Criteria for application

- Grant applications will be considered every month by the Rangiora-Ashley Community Board. Applications are recommended to be received three weeks prior to Board meeting dates for processing.
- Grant funding will not be allocated for events/projects that have already occurred.
- Generally funding grants will be a maximum of \$500 in any one financial year (July 2021 to June 2022) but the group can apply up to twice in that year, providing it is for different projects.
- The grant funding is limited to projects within the Board area or primarily benefiting the residents of the ward.
- Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.
- Priority is to be given to groups with strong links with the Rangiora-Ashley community.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit a 1-2 page summary balance sheet and an income and expenditure statement which shows their current financial assets and liabilities. Applications cannot be processed until financial information is received.
- Where possible, or feasible, applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Rangiora-Ashley Community Board.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government funding.
- The Board supports a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- An Accountability Form must be provided to the Council outlining how the funds were applied, within three months after the event or completion of the project, when funds are spent. A new application will not be accepted until the Council receives the Accountability Forms for previous funding granted. The group should maintain accurate records around the grant including, but not limited to: receipts, banks statements and invoices. In the event that funds are not spent on the project or activity applied for, the recipient may be required to return the grant funding to the Council.
- If the activity/event for which funds have been granted does not take place **or** if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.

## What happens now?

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

### Post to:

Governance Team  
Waimakariri District Council  
Private Bag 1005  
Rangiora 7440

### Or hand deliver to:

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

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

## What happens next?

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

## Groups applying for Board Discretionary Grants <sup>32</sup> 2021/2022

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



What is the benefit(s) to your organisation?

33

What are the benefit(s) to the Rangiora-Ashley community or wider district?

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

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

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

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

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

If yes, please supply details:

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

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

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

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

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

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

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

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

**FILE NO and TRIM NO:** GOV-26-11-06 / 220117004137

**REPORT TO:** RANGIORA-ASHLEY COMMUNITY BOARD

**DATE OF MEETING:** 9 February 2022

**FROM:** Kay Rabe, Governance Advisor

**SUBJECT:** Review of the Conflict of Interests Register

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

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

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

**1. SUMMARY**

- 1.1 This report seeks to formally review the Register of Interests for Rangiora-Ashley Community Board members and update the Register which will subsequently be published on the Council's Website.
- 1.2 The Register was last formally reviewed in February 2021, although minor amendments have been notified by Board members throughout 2021 and are incorporated in the attached Register.

Attachments:

- i. Register of Interests Policy (Trim 180419043038).
- ii. Proposed Register of Interests February 2022 (Trim 200226026184).

**2 RECOMMENDATION**

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

- (a) **Receives** report No. 220117004137.
- (b) **Notes** a Register of Interests will be republished in the Rangiora-Ashley Community Board's March 2022 agenda and on the Council website.
- (c) **Notes** amendments can be made at any time by notification to the Governance Manager.
- (d) **Notes** the Register will be next reviewed when legislation changes occur or in November 2022 (whichever is soonest).

**3 BACKGROUND**

- 3.1 Elected members are required to operate in a transparent and unbiased manner, and it is important to be seen to be operating in this manner by the community. The Auditor-General states elected member's decision-making should be guided by the principles of integrity, honesty, transparency, openness, independence, good faith and service to the public.

- 3.2 The Council, Committees and Community Boards, at the beginning of each meeting, ask for any conflicts of interest to be declared and this is duly recorded in the meeting minutes. However with issues around conflicts of interest, it is prudent to have a more formal disclosure of members' interests where pecuniary (financial) interest may arise. The register is not designed to be a 'register of wealth' but only record fact of a personal financial interest in matters that intersect with the Council business.
- 3.1 The Code of Conduct describes conflicts of interests in general terms using the Office of the Auditor General's Good Practice Guide. Local Government NZ, the Auditor General and Deloitte's recommended that the Council should establish a Register of Members' Interests.

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

- 4.1 A conflict of interest, in any matter before the Board, must be declared to the meeting, recorded in the minutes and members refrain from discussing or voting on the matter, as is the Board's present practice. The Local Authorities (Members' Interests Act 1968) applies to the pecuniary interests of members of local authorities, and the Auditor-General recommends that the same procedure be followed for non-pecuniary interests.
- 4.2 In the Auditor-General's Best Practice Guide a conflict of interest is defined as "*where a member's or official's duties or responsibilities to a public entity could be affected by some other interest or duty that the member or official may have*".
- 4.3 A pecuniary interest is not defined in the Act but the recommended test to use is: *Whether, if the matter were dealt with in a particular way, discussing or voting on that matter could reasonably give rise to an expectation or a gain or loss of money for the member concerned. Would a reasonable, informed observer think that your impartiality might have been affected?*
- 4.4 The current Interests Register also applies to any business activities/contracts with the Council undertaken by the spouses or partners or immediate family (including children/siblings), of any elected or externally appointed members. It should be noted that declarations associated with an election fall outside the intention of the Interests' Register and are subject to the Local Electoral Act 2001.
- 4.5 While the Board has adopted to establish a register of interests, whether a member wishes to make a declaration, and the extent of such a declaration, is a matter for each member. The Board cannot require a member to make a disclosure.
- 4.6 The Local Government (Pecuniary Interests Register) Amendment Bill is currently being considered by Parliament, as submissions closed mid-November 2021. The purpose of the Bill is to improve transparency and strengthen public trust and confidence in decision-making of local authorities. The Bill would better align transparency requirements of members of local authorities with members of Parliament and the Executive Council. Currently there is no statutory compulsion for local government to maintain a pecuniary register and local authorities vary in the information they collect and publish. The Bill aims for consistency of information and proposes local authorities maintain and publish a register of pecuniary and other specified interests for elected members, such as directorships, business interests, employment, or property. It would also require elected members to disclose gifts and payments they receive. Elected members will also be required to make pecuniary interest returns annually. The Bill would create an offence for members who fail to meet their responsibilities under the Bill. Staff will bring the necessary report to the Board when legislative changes are known, for updating of the Register.
- 4.7 There is a separate Register of Interests for the Councillors which is also published on the Council website.
- 4.8 There are implications to community wellbeing by the issues and options that are the subject matter of this report.
- 4.9 The Management Team have reviewed this report.

## **5 COMMUNITY VIEWS**

### **5.1 Mana whenua**

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

### **5.2 Groups and Organisations**

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

### **5.3 Wider Community**

The wider community is not likely to be affected by, or to have an interest in, the subject matter of this report. However, the community has a right to assurance that decisions made by elected members are transparent and in the public interest. Perceived conflict of interest could be viewed as undemocratic, and appropriate best practices should be upheld to guard against a loss of confidence from the community if a breach occurs.

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

### **6.1 Financial Implications**

There are no financial implications of the decisions sought by this report.

6.1.1 Under section 3 (Disqualifying contracts between local authorities and their members) of 'the Act', no person shall be capable of being elected as or appointed to be or of being a member of a local authority or of any committee of a local authority, if the total of all payments made or to be made by or on behalf of the local authority in respect of all contracts made by it in which that person is concerned or interested exceeds \$25,000 in any financial year. This is applicable unless approval from the Auditor-General is obtained (section 3, (3)).

6.1.2 Any elected member that commits an offence under 'the Act' is liable on conviction to a fine not exceeding \$200.

6.1.3 No cost is associated with maintaining a Register of Members Interests, which would be maintained by the Governance Manager.

### **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**

By having a Register of Interests, and reviewing at least annually, elected members are aware of their responsibilities and minimal risk to the organisation due to best practices and appropriate declarations. All Council, Committee and Community Board agendas will continue to list "conflicts of interest" for recording at each decision meeting.

### **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 a matter of significance in terms of the Council's Significance and Engagement Policy.

### **7.2 Authorising Legislation**

#### **7.2.1 Local Authorities (Members' Interests Act 1968)**

- i. ensuring that members are not affected by personal motives when they participate in decisions of their local authority, and
- ii. preventing members, in contracting situations, from using their position to obtain preferential treatment from the authority.
- iii. controls the making of contracts worth more than \$25,000 in a financial year between members and their authority, and
- iv. Prohibits members from participating in matters before the authority in which they have a pecuniary interest, other than an interest in common with the public.

#### **7.2.2 Local Government Act 2002**

#### **7.2.3 Code of Conduct (adopted by the Council May 2019).**

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

Perceived conflict of interest of undemocratic and appropriate best practices being upheld and loss of confidence from the community if a breach occurs.

### **7.4 Authorising Delegations**

The Council has the authority to approve or amend any Policy at any time.

## **POLICY**

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### **REGISTER OF INTERESTS POLICY**

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#### **1 Introduction**

Elected members of the Council have a number of professional and personal interests and roles. Conflicts of interest sometimes cannot be avoided but they need not cause problems when promptly disclosed and well managed. Disclosure by an elected member is voluntary.

This policy is intended to reflect best practice, and will generally be applied by the Council (ie Councillors).

Examples of conflicts include paid outside employment, company directors or commercial relationships that interface with the Council or a Community Board.

#### **2 Policy Context**

This policy applies to all elected members, including committees and hearing panels. A disclosure of interest policy is already in place for Council employees.

A conflict of interest occurs when:

- the activities of an elected member leads, or could lead, to material benefit for that elected member concerned or to an external entity, either directly or indirectly, to the detriment, or potential detriment, of the Council.
- the activities of an elected member interfere, or could interfere, with that elected member's fulfilment of their obligations.

If elected members are unclear about the application of this policy to specific circumstances or situations they should seek clarification from the Governance Manager or Chief Executive.

#### **3 Policy Objective**

The objective of this policy is to:

- provide best practice guidance to Council members so that such decisions are seen to be transparent and unbiased and without giving rise to any perception of conflict of interest;
- set rules around disclosing actual, potential and perceived conflicts and accepting gifts and other benefits; and
- set out Council's expectations for its members to ensure compliance with the provisions of the legislation and good practice guides listed below;
- preserve public trust in Council by avoiding actual, perceived or potential bias.

#### **4 Policy Statement**

Elected members must carry out their duties in an efficient and competent manner and avoid any behaviour which might impair their effectiveness, or damage the integrity or standing of the Council. Thus it is fundamental to the protection of the reputation of Waimakariri District Council that no elected members have, or are perceived to have, a conflict between their official responsibilities and their personal interests.

A conflict of interest can arise where two different interests overlap, i.e. in any situation where an elected member has a financial interest, a private or personal interest or business interest

## POLICY

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### REGISTER OF INTERESTS POLICY

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sufficient to influence or appear to influence the impartial exercise of their official duties or professional judgment.

Members must at all times avoid situations where their integrity might be questioned or where they may appear to favour one party, supplier or customer over another. In addition, members must act honestly and impartially and in no circumstances reveal or make private use of personal, confidential or other non-public information obtained as a result of their employment by the Council.

The existence of a conflict of interest may not necessarily mean that the elected member concerned has done anything wrong or that the interests of Council or the public have been compromised. For an elected member a conflict of interest that creates risks may be where their duties or responsibilities to Council could be affected by some other interest or duty that they may have. For example, other interests or duties might exist for an elected member because of their own financial affairs; a relationship (private or personal interest) or other role (business interest) that the elected member has; or something the elected member has said or done.

Disclosure provides transparency and protects those concerned from allegations of duplicity and enables the avoidance of being unwittingly placed in situations that may lead to a conflict of interest.

#### 5 Policy Actions

Council members are to conduct themselves at all times under the above principles, ensuring that:

- self-interest or personal factors are not permitted to influence their decision making;
- financial, family, personal or business relationships or interests do not in fact, nor appear to, unfairly advantage or disadvantage the Council, elected members or other individuals or organisations;
- they are not involved in the appointment process of people with whom they have a close personal or family relationship;
- they do not take part in discussions, deliberations, decision-making or voting on a matter in which he/she (or a member of his/her immediate family or a dependent) has a material interest;
- they observe the highest standards of behaviour in accepting gifts or rewards. Any gift that might attract the suspicion of improper motive, or which obligates the individual should not be accepted. In any event all gifts offered (received or not) are to be declared (refer to WDC Gifts & Hospitality Policy and Elected Members' Code of Conduct);
- Council's name, resources, information and time are not used for private or personal benefit without prior written consent of an authorised person;
- any conflict of interest identified is declared as soon as possible;

As part of the induction process, new Council members will receive advice on how to identify, report, and manage conflicts of interest.

**Council members must monitor any business interactions between the Council and any company or organisation in which the member has a material interest and ensure that such business does not exceed \$NZ25,000 (including GST) in value without the prior approval of the Auditor-General.**

## **POLICY**

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### **REGISTER OF INTERESTS POLICY**

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Elected Members shall:

- declare any interests in contracts in the Council's Interest Register;
- discuss any proposed interest in contracts (of whatever value) in advance with the Chief Executive and/or the OAG and follow the advice that they are given;
- not participate in decision-making relating to any contract in which they have an interest;
- not accept any gifts (including hospitality, entertainment) from tendering parties where the Council or community board/committee will be part of the decision-making process.

#### **6 Interests Register**

The Governance Manager will maintain an elected member Interests Registers which is to be updated at least annually (1<sup>st</sup> December) and as required when an elected member declares a conflict of interest at any time during the year.

The Elected Members Interests Register will be published on the Council website and in the Council agenda each December and following any amendment.

#### **7 Links to legislation, other policies and community outcomes**

- Local Authorities (Members Interests) Act 1968
- Managing Conflicts of Interest: Guidance for Public Entities (Office of the Auditor-General)
- Guidance for Members of Local Authorities about the Local Authorities (Members' Interests) Act 1968
- Purchasing Policy (including Tendering) 2017
- Elected Members Code of Conduct.

#### **8 Guidance Notes relating to the making of returns:**

The following explanatory notes are intended to assist members in preparing their returns for the register but a final judgment on interpreting the requirements in the responsibility of the members themselves.

- You may have financial interests that are not covered by the requirements for the register but do need to be declared orally to a committee before you participate in debate relating to that interest. This might include an interest you have acquired but is not due for registration until several months later, or it may relate to an interest of a family member. If in any doubt, you should consider making an oral declaration to the committee before participating in consideration of a related item of business, regardless of any written registration.
- There is no formal requirement to register any change in your interests 1<sup>st</sup> December each year (or any other date required for an initial return) until the next return is required. However the requirements for an oral declaration will apply to any interests that have not been registered.
- At no stage are you required to state the actual value or extent of any interest. You simply need to register its existence.
- If any interest is held jointly with another person or persons, you should indicate the interest. You can list it as jointly owned but do not need to name the other owner(s).



## POLICY

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### REGISTER OF INTERESTS POLICY

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#### 9 Definitions

- Business entity** means anybody or organisation, whether incorporated or unincorporated, that carries on any profession, trade, manufacture, or undertaking for pecuniary profit, and includes a business activity carried on by a sole proprietor.
- Company means:** a) A company registered under Part 2 of the Companies Act 1993, or  
b) A body corporate that is incorporated outside New Zealand
- Relevant Interest** is when an elected member has a business, financial or personal interest in a company, trust, or community organisation that is likely to do business with council at any time.
- Conflict of Interest** means any situation when a person has a financial, personal or business interest sufficient to influence or appear to influence the impartial exercise of their official Council duties or professional judgement.
- Matter** means the Council's performance of its functions or the exercise of its powers, or an arrangement, agreement or contract the Council has entered into or proposes to enter.
- Member** means elected members of Waimakariri District Council and Community Boards.
- Business Interest** An elected member will have a business interest in an enterprise seeking to do business with the Council if they:
- are a director of the enterprise;
  - are an owner of or partner in the enterprise;
  - have a shareholding in the enterprise;
  - have a close personal or familial relationship with a person who is an owner or partner or significant shareholder in the enterprise.
  - Holds a significant managerial role that trades with Waimakariri District Council.
- Declarations of a Conflict:** is a reference to a real, perceived or potential conflict and is valid for Council, Committees and Community Boards.
- Financial Interest** means anything of monetary value, including but not limited to:
- Salary or payments for service, e.g. consulting fees and honoraria;
  - Equity interests, e.g. stocks, stock options and other ownership interests;
  - Gifts;
  - Allowances, forgiveness of debts, interests in real estate or personal property, dividends, rents, capital gains; and
  - Intellectual property rights, e.g. patents, copyrights and royalties from these rights.
  - The term does not include salary or other remuneration received from or approved by Council.
- Pecuniary Interest:** An interest that involves money.
- Personal Interest** An elected member has a personal interest in a matter if their spouse or partner, or other person in their family with whom there is a close friendship or relationship, could be advantaged or disadvantaged by any decision that the

## **POLICY**

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### **REGISTER OF INTERESTS POLICY**

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staff or elected member either can make, or does make, or is in a position to influence.

**Relevant Interest** is when an elected member has a business, financial or personal interest in a company, trust, or community organisation that is likely to do business with council at any time.

**Spouse/Partner/  
Family:** Under the various Acts pertaining to Conflict or Pecuniary Interests it is also relevant to the elected member if the conflict of interest pertains to their spouse, partner or close family member (ie brother/sister, son/daughter, parent).

#### **10 Adopted by and date**

This Policy was considered and adopted by the Council at its meeting of 1 May 2018.

#### **11 Review**

The Policy was reviewed in November 2019, and will be every six years thereafter, or sooner on request.

## RANGIORA-ASHLEY COMMUNITY BOARD

### Register of Interests – as at 28 February 2021 – Community Board Members

Elected Member	Date of Update from Member	Member Declared Interest (Business/Patron/Club/Partnership)	Board Appointments	Spouse/Partner Declared Interest	OAG approval status
Jim Gerard (Chairperson)	12 May 2020	<ul style="list-style-type: none"> <li>• Rotary Club of Rangiora (Member)</li> <li>• Friends of the Town Hall (Committee)</li> <li>• Rangiora Promotions (Board)</li> <li>• U3A (Member)</li> </ul>	<ul style="list-style-type: none"> <li>• Rangiora Town Centre Plan Review Reference Group</li> </ul>	N/A	N/A
Duncan Lundy (Deputy Chair)	31 March 2020	Nothing to declare	<ul style="list-style-type: none"> <li>• Garrymere Water Supply Advisory Group</li> <li>• Cust Rural Drainage Advisory Group</li> <li>• Hurunui District Council – Ashley Rural Water Scheme Management Committee</li> </ul>	N/A	N/A
Murray Clark	11 June 2020	<ul style="list-style-type: none"> <li>• Summerset Retirement Village</li> </ul>	<ul style="list-style-type: none"> <li>• GreyPower North Canterbury</li> <li>• Waimakariri Health Advisory Group</li> <li>• Cust Water supply Advisory Group</li> </ul>	N/A	N/A

<b>Elected Member</b>	<b>Date of Update from Member</b>	<b>Member Declared Interest (Business/Patron/Club/Partnership)</b>	<b>Board Appointments</b>	<b>Spouse/Partner Declared Interest</b>	<b>OAG approval status</b>
Monique Fleming	12 May 2020	<ul style="list-style-type: none"> <li>• Time Bank Waimakariri</li> </ul>	<ul style="list-style-type: none"> <li>• Waimakariri Access Group</li> <li>• Friends of Rangiora Town Hall</li> <li>• Keep Rangiora Beautiful</li> </ul>	N/A	N/A
Jason Goldsworthy	31 March 2020	Nothing to declare	<ul style="list-style-type: none"> <li>• Cust Community Centre Advisory Group</li> <li>• North Canterbury Neighbourhood Support</li> <li>• Cust and District Historical Records Society Inc.</li> <li>• Milton Memorial Reserve Advisory Group</li> </ul>	N/A	N/A
Morris Harris	31 March 2020	Nothing to declare	<ul style="list-style-type: none"> <li>• Rangiora and Districts Early Records Society</li> <li>• Fernside Hall Advisory Group</li> <li>• Central Rural Drainage Advisory Group</li> </ul>	N/A	N/A
Sarah Lewis	12 May 2020	Nothing to declare	<ul style="list-style-type: none"> <li>• Rangiora Croquet and Table Bowls Centre</li> <li>• Southbrook Sports Club</li> <li>• Matawai Park Advisory Group</li> <li>• Walking &amp; Cycling Strategy Steering Group</li> </ul>	N/A	N/A
Andrew Wells	31 March 2020	Nothing to declare	<ul style="list-style-type: none"> <li>• Town Centres Decorations and Lighting Working Group</li> <li>• Cust Domain Advisory Group</li> <li>• Loburn Domain Advisory Group</li> </ul>	N/A	N/A

<b>Elected Member</b>	<b>Date of Update from Member</b>	<b>Member Declared Interest (Business/Patron/Club/Partnership)</b>	<b>Board Appointments</b>	<b>Spouse/Partner Declared Interest</b>	<b>OAG approval status</b>
Kirstyn Barnett	17 November 2020	<ul style="list-style-type: none"> <li>• Cust Community Network (Chair)</li> <li>• 2<sup>nd</sup> Vice President for Rangiora Lions Club</li> </ul>	<i>To see Council appointments refer to Council Register of Interest</i>	N/A	N/A
Robbie Braine		Serving NZ Police Officer	<i>To see Council appointments refer to Council Register of Interest</i>	N/A	N/A
Joan Ward		Nothing to declare	<i>To see Council appointments refer to Council Register of Interest</i>	N/A	N/A
Paul Williams		Nothing to declare	<i>To see Council appointments refer to Council Register of Interest</i>	N/A	N/A

This document will be reviewed annually by the Rangiora-Ashley Community Board.

**Rangiora Community Patrol**

rangiorapatrol@gmail.com

24 December 2021

Rangiora Community Patrol  
C/- 5 Crete Rd  
Rangiora 7400

Rangiora Ashley Community Board  
Private Bag 1005  
Rangiora 7400

Atth Aislin Connor

Dear Aslin

Thank you so much for the Grant from the Rangiora Ashley Community Board approved to the Rangiora Community Patrol for expenses towards running our Patrol Vehicle

We are a Voluntary Group fundraising ourselves to help make the Community a safer place to live in. We certainly appreciate this Funding towards keeping the vehicle on the road

Thank you once again

Yours faithfully

Lorraine Tullett  
Secretary Rangiora Community Patrol  
Email: [rcpsecretary7400@gmail.com](mailto:rcpsecretary7400@gmail.com)



**WAIMAKARIRI DISTRICT COUNCIL****MEMO**

**FILE NO AND TRIM NO:** GOV-26-11-04 / 220127009910  
**DATE:** 27 January 2022  
**MEMO TO:** RANGIORA-ASHLEY COMMUNITY BOARD  
**FROM:** Greg Barnard, Parks Community Assets Officer  
**SUBJECT:** Forestry Work at Cust Domain

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Please note the information in the notice attached regarding the removal of the remaining forestry trees near the Equestrian area at Cust Domain I will be sending the notice to relevant stake holders separately as appropriate and will ask our Communications Team to post it on Social media channels as appropriate. Additional signage will be placed at the entrances to the domain advising the general public and ad hoc users of the work.

The relevant points to note are that the trees are hazardous with staff noting many have rootplate movement meaning they are a significant hazard and retaining them is not an option. Disruption to domain users will be minimised and the equestrian area will be available for use over the Waitangi day long weekend as normal.

**Greg Barnard** | Parks Community Assets Officer

Parks & Recreation

Phone: 0800 965 468 (0800 WMK GOV)



waimakariri.govt.nz

### **Cust Domain Users**

Waimakariri District council would like to advise all users that it has become necessary to remove the pine trees forming the old shelterbelt along the O'Farrell's Road boundary of Cust Domain due to ongoing safety concerns.

The trees have now reached the end of their life and are now at a stage where they present a significant hazard to Domain users especially in high wind events when they may catastrophically fail.

Council staff together with councils' forestry contactor have inspected the trees and determined that the only practical solution is their full removal.

Staff are currently determining what actions need to be taken to rehabilitate the site following removal of the forestry trees and including planting new amenity trees to provide future shelter.

It is anticipated that all existing amenity trees within the Domain will be retained including those that are currently planted along the southern edge of the forest near the equestrian area.

Work will commence on 2<sup>nd</sup> February and take approximately 10 days to complete. Domain users are asked to stay well away from clearing operations and obey all signs and safety instruction from contractors and no to enter the area which will be leary defined.

The other areas of the Domain will be available for normal activities.

**All access to the domain should be via the Mill Road entrance.** The equestrian access gate on O'Farrell's road will not be available for use by either vehicles or pedestrians for safety reasons.

In order to minimise disruption for the equestrian area users **no work will be carried out over the Waitangi Day long weekend and access from O'Farrell's Road will be available as usual.**

Contractors intend to make space on the western end of the trees and then move felled logs as far as possible from the equestrian area for processing. This will allow access to the area to be restored as quickly as the site is made safe.

Equestrian users should note that when felling is completed heavy machinery and trucks will still be in use for log processing and site clean-up so they should consider how animals may react to high noise levels and large equipment prior to using the area following the felling phase of the work and access being restored. It is the owners' responsibility to ensure that animals are under control and comfortable at all times when using the domain facilities.

If there are any questions or comments please contact:

**Greg Barnard** | Parks Community Assets Officer

Parks & Recreation

Phone: 0800 965 468 (0800 WMK GOV)





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

**FILE NO and TRIM NO:** GOV-26-11-06 / 220131011098

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

**DATE OF MEETING:** 9 February 2022

**FROM:** Jim Gerard, Chairperson Rangiora-Ashley Community Board

**SUBJECT:** Chair's Diary for November / December 2021

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**1. SUMMARY**

<b>DATE</b>	<b>EVENT / MEETING</b>
Thursday 29 November	<ul style="list-style-type: none"> <li>• Southbrook Road Working Party</li> </ul>
Tuesday 30 November	<ul style="list-style-type: none"> <li>• Council ECan Briefing, Board Chairs attended</li> <li>• Rangiora-Ashley End of Year Dinner</li> </ul>
Wednesday 1 December	<ul style="list-style-type: none"> <li>• Briefing on Parking Building</li> <li>• Council/Board Chairs re Covid Traffic Light System</li> <li>• Rangiora Promotions Association Board Meeting</li> </ul>
Tuesday 7 December	<ul style="list-style-type: none"> <li>• Pre Rangiora-Ashley Board briefing with K Rabe</li> </ul>
Wednesday 8 December	<ul style="list-style-type: none"> <li>• Rangiora-Ashley Community Board meeting</li> </ul>
Friday 10 December	<ul style="list-style-type: none"> <li>• Council/Board Chairs Christmas Function</li> </ul>
Wednesday 15 December	<ul style="list-style-type: none"> <li>• North Canterbury Sports Trust</li> </ul>
Tuesday 21 December	<ul style="list-style-type: none"> <li>• Meeting with L Smith</li> </ul>

**2. RECOMMENDATION**

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

- (a) Receives report No. 220131011098.

Jim Gerard QSO  
Chairperson