Agenda

Rangiora-Ashley Community Board

Wednesday 14 December 2022 7pm

Council Chamber 215 High Street Rangiora

Members:

Jim Gerard (Chairperson)
Kirstyn Barnett (Deputy Chairperson)

Robbie Brine

Ivan Campbell

Murray Clarke

Liz McClure

Bruce McLaren

Monique Fleming

Jason Goldsworthy

Joan Ward

Steve Wilkinson

Paul Williams



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RANGIORA-ASHLEY COMMUNITY BOARD

AGENDA FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD TO BE HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA ON WEDNESDAY 14 DECEMBER 2022 AT 7PM.

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

BUSINESS

PAGES

- 1. APOLOGIES
- 2. CONFLICTS OF INTEREST
- 3. CONFIRMATION OF MINUTES
 - 3.1. <u>Minutes of the Rangiora-Ashley Community Board 9 November 2022</u>

9 - 16

RECOMMENDATION

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 9 November 2022.
- 3.2. Matters Arising
- 3.3. Notes of the Rangiora-Ashley Community Board Workshop 9 November 2022

RECOMMENDATION

17 - 18

THAT the Rangiora-Ashley Community Board:

(a) **Receives** the notes of the Rangiora-Ashley Community Board Workshop held on 9 November 2022.

4. <u>DEPUTATIONS AND PRESENTATIONS</u>

4.1. Food Forest - Brent Cairns

To address the Board on the possibility of establishing of a Food Forrest in Rangiora.

4.2. Rangiora Pottery Group – Bernard Fears

To address the Board on the rationale on the clubhouse extension plan.

5. ADJOURNED BUSINESS

Nil.

6. REPORTS

6.1. Rangiora Pottery Club Extension and Licence To Occupy Approval –
Grant Stephens (Design and Planning Team Leader) and Zena Gibbs
(Property Services Officer)

19 - 45

RECOMMENDATION

THAT the Rangiora-Ashley Community Board:

- (a) Receives Report No. TRIM number. 221130207842.
- (b) **Notes** the plans for the proposed addition of the Rangiora Pottery Club Building at Loburn Domain (Trim. 221130207835).
- (c) Notes that the Loburn Domain Advisory Group are supportive of this proposal.
- (d) **Approves** the proposed addition of the Rangiora Pottery Club Building and delegate to Council staff approval to undertake minor amendments to the proposal in consultation with the Rangiora Pottery Group, for example regarding services and effluent disposal.
- (e) **Notes** that the current lease for the Rangiora Pottery Club expired in 2019 and Council Staff have been working to transfer the group from a lease to a standard format Licence to Occupy.
- (f) **Approves** a licence to occupy being issued to the Rangiora Pottery Club with an extension to their Licence To Occupy area of 71m² with an initial eight-year Licence To Occupy backdated to 2019 with future terms set at five yearly.
- (g) **Delegates** to the General Manager of Community and Recreation approval to make minor changes to the attached Draft Licence To Occupy (221201208095) following review from the Rangiora Pottery Club.
- 6.2. Rangiora-Ashley Community Board's 2022/23 Discretionary Grant Fund and 2022/23 General Landscaping Fund Thea Kunkel (Governance Team Leader)

RECOMMENDATION

46 - 53

THAT the Rangiora-Ashley Community Board:

- (a) Receives report No. 221108194302.
- (b) **Notes** that the 2022/23 Rangiora-Ashley Community Board General Landscaping Budget as of 31 October 2022 is \$26,495.
- (c) **Notes** that the 2022/23 Rangiora-Ashley Community Board Discretionary Grant Fund has a current balance of \$18,069.
- (d) **Notes** that the Rangiora-Ashley Community Board Discretionary Grant Fund will be advertised through the Community Notice Board page in the Northern Outlook and The Chatter newsletter on a quarterly basis.

Application to the Rangiora-Ashley Community Board's 2022/23 **Discretionary Grant Fund – Thea Kunkel (Governance Team Leader)** 54 - 80 RECOMMENDATION **THAT** the Rangiora-Ashley Community Board: **Receives** report No. 221121201201. (a) (b) Approves a grant of \$..... to the Cust Bowling Club towards the purchase of paint for the club's fences and buildings. **OR Declines** the application from the Cust Bowling Club. (c) Approves a grant of \$...... to Lions Club of Rangiora NZ Inc. (d) towards the construction of dog agility stations at Milton Reserve Dog Park, Rangiora. OR **Declines** the application from the Lions Club of Rangiora NZ Inc. (e) Appointments to Advisory Groups and Outside Organizations - Thea **Kunkel (Governance Team Leader)** RECOMMENDATION 81 - 87 **THAT** the Rangiora-Ashley Community Board: **Receives** report No. 221129206056. (a) Approves the appointment of Board Member as the (b) Board representative and liaison person to North Canterbury Neighbourhood Support. Approves the appointment of Board Member as the (c) Board representative and liaison person to Waimakariri Health Advisory Group. Approves the appointment of Board Member as the (d) Board representative and liaison person to GreyPower North Canterbury. Approves the appointment of Board Member as the (e) Board representative and liaison person to Waimakariri Access Group. Approves the appointment of Board Member as the (f) Board representative and liaison person to Rangiora and Districts Early Records Society. (g) Approves the appointment of Board Member as the Board representative and liaison person to Cust and District Historical Records Society Inc. Approves the appointment of Board Member as the (h) Board Representative and liaison person to Keep Rangiora Beautiful. Approves the appointment of Board Member as the (i) Board representative and liaison person to Southbrook Sports Club. (j) **Approves** the appointment of Board Member as the Board representative and liaison person to Southbrook Reference Group. Approves the appointment of Board Member as the (k) Board representative and liaison person to Southbrook Road

Improvements Working Group.

(I) Approves the appointment of Board Member as the Board representative and liaison person to Southbrook School Travel Plan Working Group. Approves the appointment of Board Member as the (m) Board representative and liaison person to Friends of Rangiora Town (n) Approves the appointment of Board Member as the Board representative and liaison person to Fernside Hall Advisory (o) Approves the appointment of Board Member as the Board representative and liaison person to Cust Community Centre Advisory Group. Approves the appointment of Board Member as the (p) Board representative and liaison person to Cust Domain Advisory Group. Approves the appointment of Board Member as the (q) Board representative and liaison person to Loburn Domain Advisory Group. Approves the appointment of Board Memberas the (r) Board representative and liaison person to the Central Rural Drainage Advisory Group. (s) **Approves** the appointment of Board Memberas the Board representative and liaison person to the Water Races Advisory Group. Approves the appointment of Board Memberas the (t) Board representative and liaison person to the Ohoka Mandeville Drainage Advisory Group. (u) Notes that an appointment to the Hurunui District Council - Ashley Rural Water Scheme Management Committee will occur at a later date. CORRESPONDENCE **CHAIRPERSON'S REPORT Chair's Diary for October and November 2022** 88 RECOMMENDATION **THAT** the Rangiora-Ashley Community Board: **Receives** report No. 221206210658.

9. MATTERS FOR INFORMATION

7.

8.

Nil.

- 9.1. Oxford-Ohoka Community Board Meeting Minutes 9 November 2022.
- 9.2. Woodend-Sefton Community Board Meeting Minutes 14 November 2022.
- 9.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 21 November 2022.
- 9.4. Health, Safety and Wellbeing Report October 2022 - Report to Council meeting 8 November 2022 - Circulates to all Boards.
- Approval to Submit Three Waters Reform Better Off Application and 9.5. Funding Agreement - Report to Extraordinary Council Meeting 22 November 2022 - Circulates to all Boards.

- 9.6. <u>July 2022 Flood Response Update Report to Utilities and Roading</u>
 Committee meeting 29 November 2022 Circulates to all Boards.
- 9.7. <u>Library Update to 17 November 2022 Report to Community and Recreation Committee Meeting 29 November 2022 Circulates to all Boards.</u>
- 9.8. Aquatics November Update Report to Community and Recreation Committee 29 November 2022 Circulates to all Boards.
- 9.9. Waka Kotahi Interim State Highway Speed Management Plan Consultation Report to Council Meeting 6 December 2022 Circulates to all Boards.
- 9.10. Kerbside Recycling Bin Audits Methodology Report to Council Meeting 6 December 2022 Circulates to all Boards.
- 9.11. Ohoka Mill Road Stormwater Management Area Resource Consenting Issues and Way Forward Report to Council Meeting 6 December 2022 Circulates to all Boards.
- 9.12. Oxford-Ohoka Community Board Chairpersons Report for the Period February December 2022 Report to Council Meeting 6 December 2022 Circulates to all Boards.
- 9.13. Woodend-Sefton Community Board Chairpersons Report for the Period February December 2022 Report to Council Meeting 6 December 2022 Circulates to all Boards.
- 9.14. Kaiapoi-Tuahiwi Community Board Chairpersons Report for the Period February December 2022 Report to Council Meeting 6 December 2022 Circulates to all Boards.
- 9.15. Rangiora-Ashley Community Board Chairpersons Report for the Period February December 2022 Report to Council Meeting 6 December 2022 Circulates to all Boards.
- 9.16. 2023 Council Meeting Schedule Report to Council Meeting 6 December 2022 Circulates to all Boards.

RECOMMENDATION

THAT the Rangiora-Ashley Community Board:

(a) **Receives** the information in Items 9.1 to 9.16.

Note:

1. The links for Matters for Information were previously circulated to members as part of the relevant meeting Agendas.

10. MEMBERS' INFORMATION EXCHANGE

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

11. CONSULTATION PROJECTS

Nil.

12. **BOARD FUNDING UPDATE**

12.1. Board Discretionary Grant

Balance as at 30 November 2022: \$18,069.

12.2. General Landscaping Fund

Balance as at 30 November 2022: \$26,495.

13. **MEDIA ITEMS**

14. **QUESTIONS UNDER STANDING ORDERS**

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

NEXT MEETING

The next meeting of the Rangiora-Ashley Community Board is scheduled for 7pm, Wednesday 15 February 2023.

Workshop

- **Capital Works Programme** J McBride (Roading and Transport Manager) 30 minutes
- **Speed Management** A Mace-Cochrane (Project Engineer) 20 minutes
- Rangiora-Ashley Community Board Plan T Kunkel (Governance Team Leader) 15 minutes
- **Members Forum**

14 December 2022

MINUTES FOR THE MEETING OF THE RANGIORA-ASHLEY COMMUNITY BOARD HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA, ON WEDNESDAY 9 NOVEMBER 2022 AT 7PM.

PRESENT:

J Gerard (Chairperson) K Barnett (Deputy Chairperson), R Brine (via Zoom), I Campbell, M Clarke, M Fleming, J Goldsworthy, L McClure, B McLaren, J Ward, and P Williams.

IN ATTENDANCE

S Hart (General Manager, Strategy, Engagement and Economic Development), G MacLeod (Greenspace Manager), G Stephens (Greenspace Design and Planning Team Leader), T Kunkel (Governance Team Leader) and E Stubbs (Governance Support Officer).

Two members of the public were in attendance.

1. APOLOGIES

Moved: J Gerard Seconded: K Barnett

THAT an apology for absence be received and sustained from S Wilkinson.

CARRIED

2. CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3. CONFIRMATION OF MINUTES

3.1. Minutes of the Rangiora-Ashley Community Board – 27 October 2022

Moved: J Goldsworthy

Seconded: P Williams

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 27 October 2022.

CARRIED

3.2. Matters Arising

There were no matters arising.

4. DEPUTATIONS AND PRESENTATIONS

Nil.

ADJOURNED BUSINESS

Nil.

REPORTS

6.1. <u>Kippenberger Avenue Landscape Plan and Tree Replacement – G MacLeod</u> (Community Greenspace Manager) and S Binder (Transportation Engineer)

G MacLeod introduced the report noting that the landscaping of the Kippenberger Avenue frontage of the new Bellgrove development had been discussed in detail with the previous Board in April 2022. Since that time staff had been working with the Bellgrove Developers on the removal and replacement of the existing trees and the provision of parking. He noted that the growth of the trees on the north side of Kippenberger Avenue had been hampered due to the presence of the overhead power lines. In situations such as this, Mainpower had the right to trim or maintain trees to protect the power lines. The undergrounding of the power lines would allow trees to be replanted that could grow to specimen height and match the trees on the southern side. Council staff were therefore requesting approval for the removal of the trees on the northern side, for which the Board had delegation, so that undergrounding of the power lines could proceed.

G MacLeod further advised that the report was also requesting the Board to approve the location for a future memorial to Sir Howard Kippenberger, whom the Avenue was named after.

P Williams enquired if the replacement trees would be similar that the current trees on the southern side of Kippenberger Avenue. G MacLeod explained the Bellgrove Developers were leading the tree removal and replacement, however, Council staff would liaise with them on the Board's expectations for the trees to be planted.

J Ward requested confirmation that the undergrounding of the power lines would not encumber the future growth of the trees. G MacLeod advised that Council staff had requested information on the location of the underground services and would put measures in place ensuring that the trees would not be negatively impacted by the nearby underground services.

K Barnett sought clarity of how possible damage to the footpath caused by the trees' roots would be mitigated. G MacLeod advised that a measure such as root-stop would be applied to ensure roots stayed within the necessary cross-section.

In response to a question from K Barnett, G MacLeod confirmed that the undergrounding of power lines would only be done from 96 Kippenberger Avenue to the cattle crossing. There would need to be conversations in the future between Mainpower and the Council regarding the undergrounding of the power lines in other sections of Kippenberger Avenue.

K Barnett questioned the appropriateness of the Board approving the location of the of the proposed Kippenberger Memorial when there was no information available on the proposed design of the memorial. G MacLeod advised the original suggestion was that the memorial should be located at 8 Kippenberger Avenue, as this was a natural entrance to Rangiora.

J Ward asked about the nature of the proposed memorial design. G Stephens noted that It was envisaged that the memorial would be military in design, to honour Sir Howard Karl Kippenberger distinguish military career. However, the design would come brought to the Board for input.

K Barnett noted that Ash trees required substantial water and enquired if that had been considered. G Stephens explained that it was part of the Council's requirements that the tree planted would be well established and in good health when handed over to the Council..

Moved: J Ward Seconded: P Williams

THAT the Rangiora-Ashley Community Board:

- (a) Receives Report No.221027187090.
- (b) Approves the removal and replacement of the current trees as per Landscape Plan.
- (c) Approves the Development Concept Plan as presented in Kippenberger Avenue Development Concept Plan TRIM 221027187456.
- (d) Approves the location of the Kippenberger Memorial located in front of 8 Kippenberger Avenue as shown in Kippenberger Ave Development Concept Plan TRIM 221027187456, in principle.
- (e) Notes that the design for the Kippenberger Memorial would be submitted to the Rangiora-Ashley Community Board for approval in 2023. Budget would need to be sought for the final design of this memorial.
- (f) Notes that the current trees were Ash and would be replaced like for like at a spacing of approximately 20 metres to match the trees on the southern side of Kippenberger Avenue.
- (g) Notes that with the undergrounding of the power lines, the new trees would not be subject to Mainpower maintenance, and therefore would be able to reach a healthy specimen standard compared with the unhealthy trees that were currently on Kippenberger Avenue.
- (h) Notes Council staff had been informed that there were no underground services present where the trees were proposed to be planted, this was important for the overall health of any new tree.
- (i) Notes that the Bellgrove developers was responsible for the following budgetary items – Undergrounding of the power lines, 50/50 cost share with Council for the tree removal.
- (j) Notes that Council would be responsible for the following budgetary items 50/50 cost share with Bellgrove for the tree removal, funding of the replacement trees.
- (k) Notes that the plan had a total of 21 car parks provided on the north side of Kippenberger Avenue with this plan of which 17 were in front of the Bellgrove development.
- (I) Notes formal engagement by the Council has not been undertaken as this had been a process led through the Environmental Protection Authority system.
- (m) Notes that clear communications to the public would be required and should be led by the Council on the removal and replacement program.
- (n) Notes that trees would only be removed if agreement were reached with Bellgrove on replacement. No trees outside of this agreement would be removed without budget available for replacement.

J Ward commented that there had already been a lengthy discussion on the matter and highlighted Kippenberger Avenue's importance as an entrance to Rangiora. She noted that the houses in the proposed Bellgrove development would not be fronting onto Kippenberger Avenue, it was therefore essential that the landscaping along the avenue be used to aesthetically enhance the area.

P Williams noted the undergrounding of the power lines would be a good improvement to this entrance to Rangiora. It was important that the trees planted were strong and healthy specimens that grow fast to match those on the south side.

Amendment to Resolution (d)

Moved: K Barnett Seconded: B McLaren

(d) Approves the location of the Kippenberger Memorial located in front of 8 Kippenberger Avenue as shown in Kippenberger Ave Development Concept Plan TRIM 221027187456 in principle.

CARRIED

The amendment then became the substantive motion

THAT the Rangiora-Ashley Community Board:

- (a) Receives Report No.221027187090.
- (b) Approves the removal and replacement of the current trees as per Landscape Plan.
- (c) Approves the Development Concept Plan as presented in Kippenberger Avenue Development Concept Plan TRIM 221027187456.
- (d) Approves the location of the Kippenberger Memorial located in front of 8 Kippenberger Avenue as shown in Kippenberger Ave Development Concept Plan TRIM 221027187456, in principle.
- (e) Notes that the design for the Kippenberger Memorial would be submitted to the Rangiora-Ashley Community Board for approval in 2023. Budget would need to be sought for the final design of this memorial.
- (f) Notes that the current trees were Ash and would be replaced like for like at a spacing of approximately 20 metres to match the trees on the southern side of Kippenberger Avenue.
- (g) Notes that with the undergrounding of the power lines, the new trees would not be subject to Mainpower maintenance, and therefore would be able to reach a healthy specimen standard compared with the unhealthy trees that were currently on Kippenberger Avenue.
- (h) Notes Council staff had been informed that there were no underground services present where the trees were proposed to be planted, this was important for the overall health of any new tree.
- (i) Notes that the Bellgrove developers was responsible for the following budgetary items – Undergrounding of the power lines, 50/50 cost share with Council for the tree removal.
- (j) Notes that Council would be responsible for the following budgetary items 50/50 cost share with Bellgrove for the tree removal, funding of the replacement trees.
- (k) Notes that the plan had a total of 21 car parks provided on the north side of Kippenberger Avenue with this plan of which 17 were in front of the Bellgrove development.

- (I) Notes formal engagement by the Council has not been undertaken as this had been a process led through the Environmental Protection Authority system.
- (m) Notes that clear communications to the public would be required and should be led by the Council on the removal and replacement program.
- (n) Notes that trees would only be removed if agreement were reached with Bellgrove on replacement. No trees outside of this agreement would be removed without budget available for replacement.

CARRIED

CORRESPONDENCE

Nil.

8. CHAIRPERSON'S REPORT

The Chairperson acknowledged the passing of Mayor Gordon's mother, Elizabeth Gordon, who passed away on 31 October 2022. T Kunkel was requested to convey the Board's condolence to the Gordon family.

9. MATTERS FOR INFORMATION

- 9.1. Oxford-Ohoka Community Board Meeting Minutes 7 September 2022.
- 9.2. Woodend-Sefton Community Board Meeting Minutes 12 September 2022.
- 9.3. Kaiapoi-Tuahiwi Community Board Meeting Minutes 19 September 2022.
- 9.4. Three Waters Reform Transition Support Package Agreement with Dept of Internal Affairs Report to Council Meeting 6 September 2022 circulates to All Boards.
- 9.5. <u>District Regeneration Annual Progress Report to June 2022 Report to Council Meeting 6 September 2022 circulates to All Boards.</u>
- 9.6. July 2022 Flood Response Emergency and Immediate Works Expenditure Report to Council meeting 6 September 2022 Circulates to All Boards.
- 9.7. Adoption of Policy Briefings and Workshops Report to Council meeting 6
 September 2022 circulates to All Boards.
- 9.8. Summary of Discretionary Grant Accountability 1 July 2021 to 30 June 2022 Report to Oxford-Ohoka Community Board Meeting 7 September 2022 Circulates to Woodend-Sefton, Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards.
- 9.9. Summary of Discretionary Grant Accountability 1 July 2021 to 30 June 2021 Report to Woodend-Sefton Community Board Meeting 12 September 2022 Circulates to Oxford-Ohoka, Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards.
- 9.10. Summary of Discretionary Grant Accountability 1 July 2021 to 30 June 2022 Report to Kaiapoi-Tuahiwi Community Board Meeting 19 September 2022 circulates to Oxford-Ohoka, Woodend-Sefton and Rangiora-Ashley Community Boards.
- 9.11. <u>Aquatics September Update Report to Community and Recreation</u>
 <u>Committee Meeting 20 September 2022 circulates to All Boards.</u>
- 9.12. <u>Library update to 8 September Report to Community and Recreation Committee Meeting 20 September 2022 circulates to All Boards.</u>

- 9.13. Annual Report to the Alcohol Regulatory and Licensing Authority 2022 Report to District Planning and Regulation Committee Meeting 20 September 2022 - circulates to All Boards
- 9.14. Analysis of Recent Reports Covering Regional Water Quality Trends and Issues - Report to Land and Water Committee Meeting 27 September 2022 circulates to All Boards
- 9.15. Solid Waste Services and Waste Data Update for 2021/22 Report to Utilities and Roading Committee Meeting 27 September 2022 – circulates to All Boards
- 9.16. 2021-2022 Flood Recovery: September Update Report to Utilities and Roading Committee Meeting 27 September 2022 – circulates to All Boards
- 9.17. Eastern Districts Sewer Scheme and Oxford Wastewater Treatment Plant Annual Compliance Monitoring Reports 2021 - 2022 - Report to Utilities and Roading Committee Meeting 27 September 2022 – circulates to All Boards
- 9.18. Southbrook School Travel Plan Report to Utilities and Roading Committee Meeting 27 September 2022 – circulates to Rangiora-Ashley Community Board
- 9.19. Approval of Detailed Design Southbrook / Torlesse Street Traffic Signals -Report to Utilities and Roading Committee Meeting 27 September 2022 circulates to Rangiora-Ashley Community Board
- 9.20. Approval of the Transportation Procurement Strategy Report to Council Meeting 4 October 2022 – circulates to All Boards
- 9.21. July 2022 Flood Response Forecast Costs and Funding Sources Report to Council Meeting 4 October 2022 - circulates to All Boars
- 9.22. Submissions: Water Services Entity Bill, Proposed National Policy Statement for Indigenous Biodiversity, and ME 1669 Discussion Document: Managing Wetlands in the CMA - Report to Council Meeting 4 October 2022 - circulates to All Boards
- 9.23. Health, Safety and Wellbeing Report September 2022 Report to Council Meeting 4 October 2022 - circulates to All Boards
- 9.24. Council meeting schedule Report to Council Meeting 27 October 2022 circulates to All Boards

Moved: P Williams Seconded: J Goldsworthy

THAT the Rangiora-Ashley Community Board:

Receives the information in Items 9.1 to 9.24.

CARRIED

9 November 2022

10. MEMBERS' INFORMATION EXCHANGE

J Goldsworthy

- Had been appointed the Council's Civil Defense Portfolio.
- Attended Greater Christchurch Partnership meeting.
- Attended Local Government training which was a good way to connect with neighbouring Councils and Boards.
- Council had voted to continue with not chlorinating some water supplies pending outcomes of exemption applications.

M Fleming

Attended Eco-Educate meeting regarding potential facilities at Dudley Park, for example a community pantry.

M Clarke

- Attended Greypower meeting and was now a member of the Committee. Suggested a presentation from the new Chair to the Board.
- Working with Council and residents with flooding issues in Ashley Village.

R Brine

Had been appointed the Council Solid Waste and Community Facilities Portfolio.

I Campbell

Attended Rangiora Kaiapoi Community Patrol meeting.

K Barnett

- Attended Cust Community Hub training run by Civil Defense. The purpose was to be able to establish a local hub for the community to help themselves as the first port of call in the event of a major disaster.
- Attended Rangiora A&P Show, was a fantastic event.

P Williams

- Had been appointed the Council's 3 Waters Portfolio.
- Encouraged members to promote membership to the Drainage Advisory Boards.

J Ward

- Had been appointed the Council's Audit and Risk and Communications and Customer Service Portfolios.
- Attended Greater Christchurch Partnership meeting.
- Rangiora Promotions had postponed the fireworks event due to weather concerns.
- Was working through Airport concerns.

L McClure

 Assisted with resident's concern regarding lights on Southbrook/ South Belt. K Straw (Civil Projects Team Leader) was following up with potential fixes.

B McLaren

- Attended funeral of Mayor Gordon's mother.
- Attended Rangiora Community Patrol meeting as a current member.
- Attended emergency exercise with Taumata Arowai.

It was noted that meetings of the Ashley/Hurunui Water Scheme and the Waimakariri Access Group would occur before the Board had an opportunity to appoint representatives to these groups. It was therefore agreed that I Campbell and M Fleming would respectively represent the Board at these meeting.

11. CONSULTATION PROJECTS

Nil.

12. BOARD FUNDING UPDATE

12.1. Board Discretionary Grant

Balance as of 31 October 2022: \$18,069.

12.2. General Landscaping Fund

Carryover from 2020/21: \$1,580. Allocation for 2021/22: \$25,430. Balance as of 31 October 2022: \$27,010.

13. **MEDIA ITEMS**

Nil.

14. QUESTIONS UNDER STANDING ORDERS

Nil.

URGENT GENERAL BUSINESS UNDER STANDING ORDERS 15.

Nil.

NEXT MEETING

The next meeting of the Rangiora-Ashley Community Board was scheduled for 7pm, Wednesday 14 December 2022.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 7.45pm.

CONFIRMED

1.00	Chairperson

NOTES OF A WORKSHOP OF THE RANGIORA-ASHLEY COMMUNITY BOARD HELD IN THE COUNCIL CHAMBER, 215 HIGH STREET, RANGIORA, ON WEDNESDAY 9 NOVEMBER 2022 AT 7.45PM.

PRESENT:

J Gerard (Chairperson) K Barnett (Deputy Chairperson), R Brine (via Zoom), I Campbell, M Clarke, M Fleming, J Goldsworthy, L McClure, B McLaren, J Ward, and P Williams.

IN ATTENDANCE

S Hart (General Manager, Strategy, Engagement and Economic Development), G MacLeod (Greenspace Manager), G Stephens (Greenspace Design and Planning Team Leader), T Kunkel (Governance Team Leader) and E Stubbs (Governance Support Officer).

Two members of the public were in attendance.

APOLOGIES

S Wilkinson

- PROJECTS OF INTEREST S Hart (General Manager Strategy, Engagement and Economic Development)
 - Millton Reserve Development
 - Townsend Road Reserve
 - Good Street Development.
- 2. RANGIORA-ASHLEY COMMUNITY BOARD'S LANDSCAPING BUDGET G
 Stephens (Design and Planning Team Leader) and G MacLeod (Greenspace
 Manager)
 - Projects funded by the previous Board included:
 - Beautification of town entrances
 - A seat in Arlington Reserve
 - Goalpost at the Cust Domain
 - Development of Millton Memorial Reserve
 - Loburn Domain War Memorial.
 - The Board expressed the wish to finish the planting at the Millton Reserve and requested the Greenspace Team to calculate how much funding would be needed.
 - It was suggested that the Board consider upgrading the Ashley Village Canterbury Street Reserve. The Council was planning a more substantial renovation of the playground in the long term, as the area was prone to flooding. The Board-funded upgrade would be designed to be re-incorporated in the more significant upgrade. It was suggested that the Board consider purchasing some play apparatus to be installed on the bark area.
 - The Board noted the various Food Forrest in the Waimakariri District and requested information on the possibility of developing a food forest in Rangiora.
 - The Board requested the Greenspace Team to investigate the possibility of partnering with other organisations, such as the Youth Council, to fund some landscaping projects in the Ward.

- Board members questioned if the landscaping budget could be used to "brighten up the Rangiora Central Business District (CBD). Staff advised that there was a dedicated budget for the maintenance of CBDs.
- The Board requested if there could be a workshop on the Council's responsibility regarding the maintenance of grass verges. The Board was advised that the Council had a Bylaw (Property Maintenance Bylaw 2020) dealing with this matter.
- The Greenspace Team requested that the Board provide suggestions for potential landscaping projects to be funded in the 2022/23 financial year.

THERE BEING NO FURTHER BUSINESS, THE WORKSHOP CONCLUDED AT 8.10PM.

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO: CPR-04-21-11/ GOV-26-11-06

REPORT TO: RANGIORA ASHLEY COMMUNITY BOARD

DATE OF MEETING: 14 December 2022

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

Zena Gibbs - Property Services Officer

SUBJECT: Rangiora Pottery Club Extension and Licence To Occupy approval

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

General Manager

Acting Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to seek approval from the Rangiora Ashley Community Board for a proposed addition to the existing clubrooms of the Rangiora Pottery Club at Loburn Domain. The club are finding that they need more space to cater for increased membership and pottery classes as well as accessible toilet facilities as their current facilities are a significant distance away. The club have provided the attached plans for their proposal and are seeking approval from the Board so that they are able to commit more time and energy into the project with a level of certainty. They also need this approval to secure funding as they intend for this project to be community funded.
- 1.2. As part of this process, Greenspace Staff have been working with the Property Team to finalise the new Licence to Occupy (LTO) for the club as their previous lease expired in 2019. The current draft version of this lease is attached and will be sent to the club for final review. The Property Team have been recently updating our Lease and Licence Agreement templates to provide better clarity in relation to all parties obligations, rights and to clearly outline the provisions of the agreement. This agreement has been prepared using a new LTO agreement template, is based on an 8 year term, backdated to I July 2019 which is the expiry date of the previous Lease. It includes an increase of the Licenced area of 529m² to 600m². Staff are seeking approval of this LTO by the Board noting that Greenspace and Property staff will work with the group to finalise any details.

Attachments:

- i. Draft Plans Rangiora Pottery Club Proposed Extension (Trim: 221130207835)
- ii. Draft Rangiora Pottery Group Licence To Occupy (Trim: 221201208095)

2. **RECOMMENDATION**

THAT the Rangiora Ashley Community Board:

- (a) Receives Report No. TRIM number. 221130207842
- (b) **Notes** the attached for the proposed addition of the Rangiora Pottery Club Building at Loburn Domain (Trim. 221130207835) .
- (c) Notes that the Loburn Domain Advisory Group are supportive of this proposal
- (d) **Approves** the proposed addition of the Rangiora Pottery Club Building and delegate Council staff approval to undertake minor amendments to the proposal in consultation with the Rangiora Pottery Club, for example regarding services and effluent disposal.

- (e) **Notes** that the current lease for the Rangiora Pottery Club expired in 2019 and Council Staff have been working to transfer the group from a lease to a standard format Licence to Occupy.
- (f) **Approves** a licence to occupy being issued to the Rangiora Pottery Club with an extension to their Licence To Occupy area of 71m2 with an initial eight-year Licence To Occupy backdated to 2019 with future terms set at five yearly.
- (g) **Delegates** to the General Manager of Community and Recreation approval to make minor changes to the attached Draft Licence To Occupy (221201208095) following review from the Rangiora Pottery Club.

3. BACKGROUND

- 3.1. The Rangiora Pottery Group was formed over fifty years ago and initially met at Fernside where they had a 'work shed'. In the early days they dug their own local clay and fired their wares in a home-built wood fired kiln. In the 1990's Council provided an area of land in Loburn Domain, at 154 Loburn-Whiterock Road and the club was fortunate in securing funds to build a new club house for their activities. The clubhouse measured 12 metres long by 6 metres wide and includes a kitchen/entry area measuring 3m x 6m divided off from the work room 9m x 6m. The work room has shelving around the walls for 'work in progress' and accommodated electric pottery wheels for hand throwing, an electric kiln, worktables and chairs.
- 3.2. During the ensuing years the group has expanded and matured into one of North Canterbury's leading craft pottery clubs. Members attend regularly on the weekly 'club days' and classes are held several times a week for people wanting to learn the art of working with clay. The clubroom now has eight throwing wheels, and two electric kilns and the club are finding that the available space is limited. For some time, the club have been considering the need to upgrade their facility and provide a better working environment but this would require the addition of extra space. At their recent AGM this proposition was raised and met with strong support from the membership. The committee were given a mandate to seek permission and approval from Waimakariri District Council to add an extension to the clubroom and incorporate a toilet. The location of the pottery club is shown below with the approximate size of the extension shown in red.



3.3. In order to do this, the Club require the approval of the Rangiora Ashley Community Board for the extension of their lease area and the proposed building extension. This report discusses the issues and options regarding this proposal.

4. ISSUES AND OPTIONS

- 4.1. The club are fortunate to have among its members an architectural draftsman who has drawn up a concept plan for additional space for consideration. (Attachment i). This entails adding a 6m x 6m concrete slab to the northwest end of the building and moving the current entrance to the southwest side. The new space would accommodate the electric kilns and glazing tables, as well as wheelchair accessible toilet.
- 4.2. When the clubrooms were built, a toilet facility was available in the adjacent Coronation Hall. This building has since been demolished and the nearest toilet is now 150-200 metres away in the Loburn Sports Pavilion. This is not ideal especially during bad weather or evening meetings when it is dark. For this reason, the Club have included an accessible toilet within their proposed extension.
- 4.3. The club have engaged in discussion with their own drainage engineers regarding the effluent disposal for the building. Because the output is considered low volume, it has been recommended to them that the best plan would be to install a tank in the ground with a macerater pump. The fluid would then travel underground via a 40mm pipe and be connected to the existing drainage system at the Sports Pavilion. Greenspace Staff are in the process of identifying if there is capacity in the sports pavilion sewer system for this additional input. Should this not be the case, staff will work with the club to identify other options for their output. Costings are currently being sought by the club for the building extension and effluent disposal.
- 4.4. Before any further expense and time is incurred on this project, the committee of the Rangiora Pottery Group would appreciate the consideration of this proposal by the Rangiora Ashley Community Board who have delegated authority to approve this proposal. This is also a necessary requirement in order for the club to be able to begin fundraising for this project as funders want assurance that the work is going to progress.
- 4.5. As part of this project, there are two elements that the Board need to consider, namely the proposal in itself to extend the building and secondly the associated requirement to extend the licensee area to fit the proposed addition.

4.6. **Proposal Evaluation**

- 4.7. Greenspace Staff have reviewed the proposal and believe that this addition will have limited impact on other users of the reserve and will provide a more workable space for the club to expand into and utilise. The use of this space by the club brings users into the reserve and draws both locals and Rangiora residents into the Domain and wider Loburn area.
- 4.8. Toilets Staff acknowledge that since the Coronation Hall was removed, the provision of toilet facilities has been less than ideal for the club. The pavilion entrance is not easily visible from the clubrooms and is a significant distance to walk there and back. This is not only inconvenient especially in inclement weather but also poses a health and safety risk to users at night. Staff support the inclusion of toilet facilities within this facility and are working with the group to identify the best option regarding effluent disposal. This will also enable the club to better cater regarding accessibility as the trip to the facilities is currently difficult for less able-bodied people. There is a risk that a sufficient disposal option is not identified however Staff do not believe that this is likely and if this was the case would continue working with the group to consider any alternative options and associated costs.
- 4.9. Impact on other users The main users of the reserve are the Ashley Rugby Club and the local school. Neither currently utilise this area of the reserve nor would they be impacted by the proposed extension. The Advisory Group have been working to develop a War Memorial in the space alongside the club buildings however there is sufficient space between the proposed site and the proposed extension that Staff do not believe there will be any notable impact. On the contrary, the ability of the club to increase it's offering and draw more members activates this space and will add to the visibility and local awareness of this project.

- 4.10. **Space activation –** As noted above, additional space allows not only for a better quality offering of the Rangiora Pottery Club but also for the potential increase in capacity when it comes to membership and visitor numbers. By drawing more users into the space the profile and awareness of Loburn Domain is increased and there are also additional positive impacts such as increased passive surveillance and visibility.
- 4.11. Enhanced entrance way The relocation of the entrance into the building to the Western side means that the building now opens up to the main carpark facilities. Previously users had to walk around the building to the northern side to enter and the building on a whole turned its back to the car park space and other users. The rearranged space now includes four windows facing out to the car park and a large glass sliding door. This will not only make the entrance more inviting but help improve natural surveillance of this area of the reserve which is less frequented by others.
- 4.12. **Funding** As the addition is to be self-funded (through Club Fundraising) there is no current financial impact of this proposal on Council. There is a potential that the group may approach the Council for funding as part of their fundraising programme in the future but there is currently no expectation or reliance on this being the case. In order for the group to apply to potential funding partners they need some surety of their ability to complete the project hence the need for approval by the Community Board. This also helps funders see that this group is valued by the Board as part of our community.

4.13. Licence to Occupy

- 4.14. Property and Greenspace Staff have been working with the group to renew the agreement between WDC and The Rangiora Pottery Group. This process is nearing completion and is timely as it allows changes to be made now to allow for the proposed extension should this be approved by the Board rather than returning at a later date.
- 4.15. As part of this process, the Property Team have been recently updating our Lease and Licence Agreement templates to provide better clarity in relation to all parties obligations, rights and to clearly outline the provisions of the agreement. The draft version of this LTO is attached to this report (Attachment ii) but has not yet been circulated and confirmed by the pottery group.
- 4.16. On the whole, the majority of the information within this LTO is standard with our other LTO's however in order to reflect the current proposal, staff are proposing two main changes to the previous lease which expired in 2019. The first is that the previous lease area is expanded in the new LTO as shown below to make space available for the future proposed addition. This will require the area to increase from an existing 529m2 to 600m2.



4.17. Staff are also recommending an initial term of 8 years with future terms of the standard 5 yearly renewal. This is to reflect that as the previous lease ended in 2019, in order to backdate to this time, a standard 5 year renewal term would expire in 2024 giving only two years before we need to renew the LTO again. While this LTO process has not yet been completed at time of writing this report, staff are seeking approval from the Board in principle for this LTO noting that Staff will work with the group to finalise any additional details that may be raised during the review process by the Pottery Group.

Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report. The Rangiora Pottery Club provides a space not only for creating pottery and developing craftmanship, but also a social space for people with a shared hobby. This creates opportunities for social interaction and connections which grows community wellbeing. The space that they currently use is not fit for purpose due to the size which in reality, is a good problem to have as it shows that this is a strong and growing community group. The addition of the accessible toilets will not only help the current members but will also enhance the group's ability to cater for users in a much more accessible manner.

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

5. **COMMUNITY VIEWS**

5.1. Mana whenua

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

5.2. Groups and Organisations

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. These groups have representation on the Loburn Domain Advisory Group which Greenspace Staff have consulted with to identify any concerns or issues. The Advisory Group have confirmed that they are supportive of the proposed addition.

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 save those who will actually be using the building. Staff do not believe that there are any significant negative associated with this proposal or that there is a need for wider community consultation.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are no financial implications of the decisions sought by this report as the proposed addition is to be self-funded (through Club Fundraising). There is a potential that the group may approach the Council for funding as part of their fundraising programme in the future but there is currently no expectation or reliance on this being the case. The Licence to Occupy recommends a fee of \$1.00 per annum as this is a community group and it is expected that the group would pay for any services used such as power.

With any community building on Council managed land there is a risk that in time a group may become insolvent and unable to continue use/occupation of the building. This may lead to potential costs being incurred by the Council. This is specifically outlined within the LTO to ensure that the group understand their obligations and responsibilities should this be the case. That being said, the proposed addition makes the building more functional as a whole (with particular regard to the toilet provision) which means that should that be the unlikely case, it would be easier for the building to be utilised by other groups at that time

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

6.2. Sustainability and Climate Change Impacts

The recommendations in this report do have sustainability and/or climate change impacts. Any construction project is going to have an impact due to the use of resources, energy and materials. The proposed addition is lightweight but durable and includes the reuse of the existing building — repurposing it to be more useable. The Club are using local expertise when it comes to design and will be encouraged to utilise local contractors and materials where possible during construction.

The activity of this group takes raw natural materials and craftsmanship to create strong and durable pottery artifacts. The teaching of these skills to others enables people to create long lasting items in what for many is seen as a 'throw away' society. This has strong links to sustainable practice. Strong connected communities without barriers are important in creating sustainable communities. This group builds social connection and the addition will not only support this activity but increase their ability to cater to all through the addition of accessible facilities.

6.3 Risk Management

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

A range of requirements and accountabilities are detailed in the licence that make clear the groups obligations and go a long way to mitigating Council's risks. In particular, the licence specifies that the use is not exclusive and the agreement can be terminated on relatively short notice if, for example, a conflict arose over different user groups.

The licence also specifies that any approval for works provided by Council under the licence is as a licensor and not as a regulatory authority and separate consent is still required for that. In addition, Community Board consent is also required.

6.4 **Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. This project requires work to be undertaken within Council reserves (and/or Road reserves) and in particular the erection of fences, buildings, creation of paths and hardstands and the use of tools and/or machinery.

If approved, staff would work with the group to ensure that work was undertaken in a safe manner with an appropriate health and safety plan (Site Specific Safety Plan - SSSP). This would need to be approved prior to construction beginning on site. The club have indicated to staff that the work would be undertaken by professional tradesmen and engineers with an expectation to deliver a building fit for our purpose and to a high standard of construction.

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

This reserve falls under the Reserves Act 1977. Loburn Domain is a Sport and Recreation Reserve. This means that it is managed under the Sport and Recreation Reserve Management Plan 2015. Section 7.0 of this plan outlines the provision of buildings within the reserve and identifies a Licence to Occupy as a requirement for any club or community group prior to any lodgement of consents for buildings on site. Greenspace Staff have reviewed this plan with regards to this proposal and believe that it fits within the expectations and rules within this plan.

7.3. Consistency with Community Outcomes

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

Public spaces and facilities are plentiful, accessible and high quality

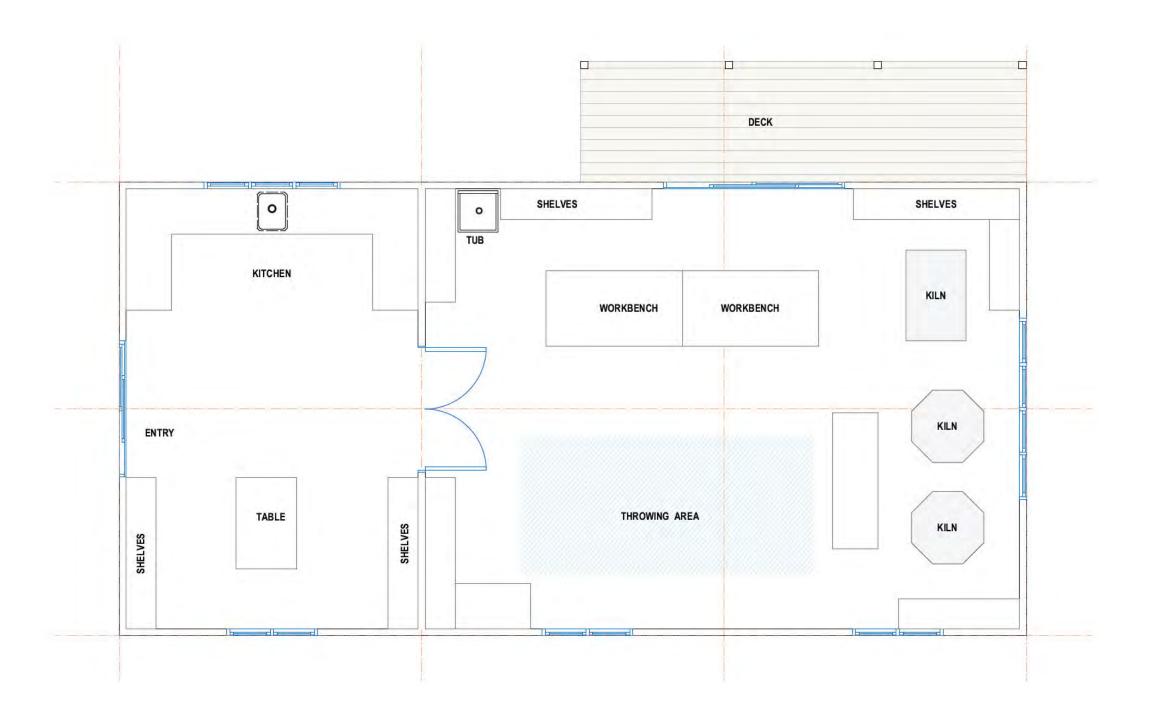
- There is a wide variety of public places and spaces to meet people's needs.
- There are wide-ranging opportunities for people to enjoy the outdoors.
- The accessibility of community and recreation facilities meets the changing needs of our community.

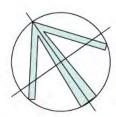
People are friendly and caring, creating a strong sense of community in our District

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

7.4. Authorising Delegations

The Rangiora Ashley Community Board have the delegation to approve the recommendations within this report.





	REVISIO	NS				ISSUE	CONCEPT	DATE	
TONITHOMAS ARCHITECTURE m 021 769 623 t 03 366 6360 e TONI@TONITHOMASDESIGN.CO.NZ	REV	DATE	NO TES	RANGIORA POTTERY GROUP	PROPOSED ADDITION TO CLUB BUILDING 154 LOBURN WHITEROCK ROAD LOBURN	DRAWING TITLE	KISTING FLOOR PLAN	A 201	PROJECT NO 2227 REVISION NO SCALE @ A3 1:50

Suggestions & comments:

What size is the existing ranch slider that is being relocated for entry door - it needs to meet the mininum opening width requirment for accessibility

A ramp (with handrails) will need to be installed leading up to the entry (or an threshold ramp could be investigated depending on height between ground and floor levels)

Kiln room - lighting - may need more natural light (longer high level windows are good as they don't interfere with shelving)

Kiln room - would it be wise to install another tub in the kiln room fitted with a glaze trap? If so there would be dedicated tubs for clay and glaze.

Kiln room - ventilation

TONITHOMAS ARCHITECTURE

m 021 769 623

1 03 366 6360

Kiln room - exterior door - it might be better to use the existing ranch slider for the kiln room to give access outside, and it would also help with ventilation and fresh air.

Kiln room - is it anticpated there may be a spray booth installed in the future?

NOTES

Assume you will fit a clay trap to the tub in the main room?

Toilet - will there be a window in the toilet? (recommend this), and there will need to be mechanical ventilation (150 dia extract fan - can be vented thru wall).



RANGIORA POTTERY GROUP

PROJECT

PROPOSED ADDITION TO

CLUB BUILDING

154 LOBURN WHITEROCK ROAD

LOBURN

CONCEPT

PROPOSED FLOOR PLAN - OPTION A

PROJECT NO

2227 REVISION NO

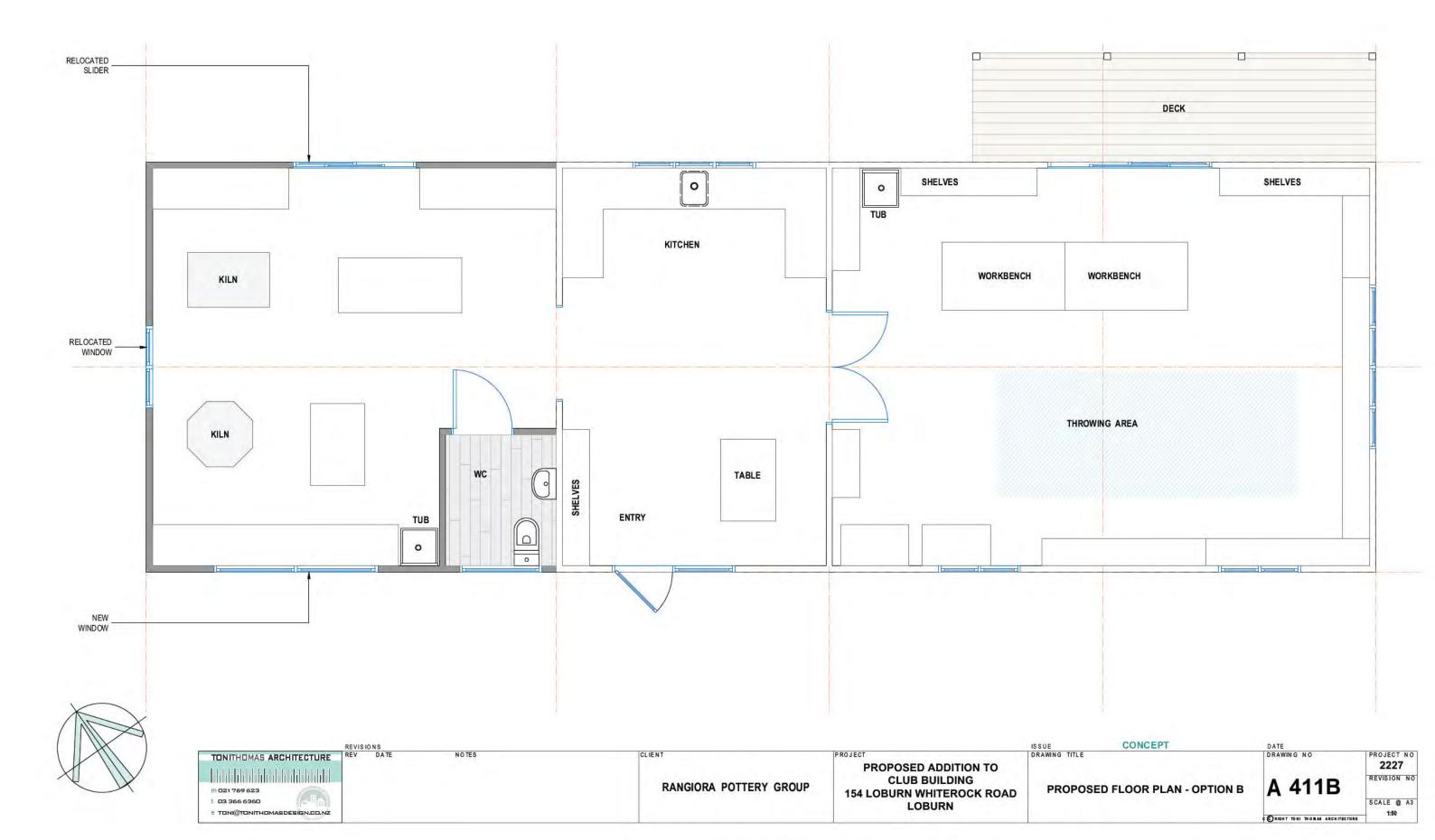
SCALE @ A3

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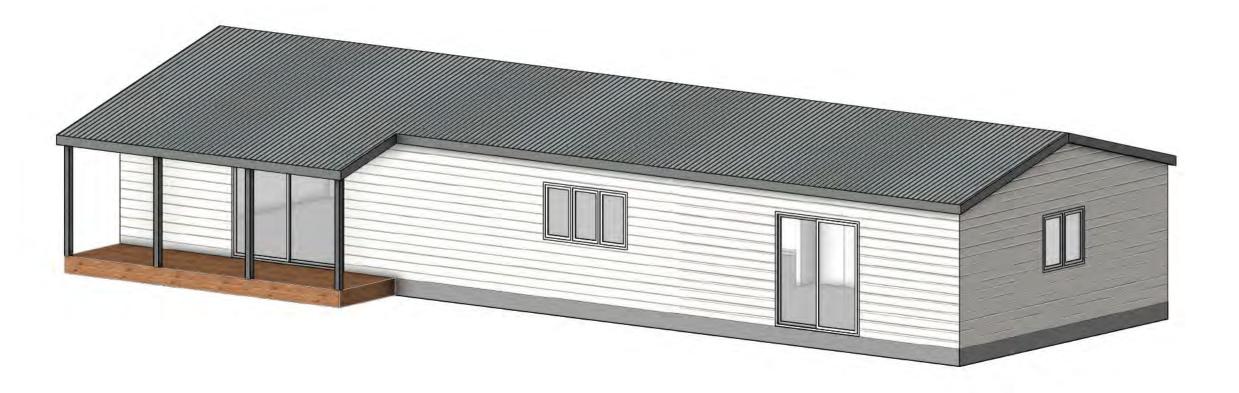




REVISIONS TONITHOMAS ADDITION REV DATE	NO TES	CLIENT	PROJECT	ISSUE CONCEPT	DATE DRAWING NO	PROJECT N
TONITHOMAS ARCHITECTURE m 021769 623 1 03 366 6360 6 TONI@TONITHOMASDESIGN.CO.NZ		RANGIORA POTTERY GROUP	PROPOSED ADDITION TO CLUB BUILDING 154 LOBURN WHITEROCK ROAD LOBURN	2D VIEWS OPTION A	A 402A	PROJECT NO 2227 REVISION NO SCALE @ AS NTS







REVISIONS TONITHOMAS APPLITECTURE REV DATE	NOTES	CLIENT	PROJECT	ISSUE CONCEPT	DATE DRAWING NO	PROJECT NO
TONITHOMAS ARCHITECTURE m 021 769 623 t 03 366 6360 f TONI@TONITHOMASDESIGN.CO.NZ		RANGIORA POTTERY GROUP	PROPOSED ADDITION TO CLUB BUILDING 154 LOBURN WHITEROCK ROAD LOBURN	2D VIEWS OPTION B	A 412B	PROJECT NO 2227 REVISION NO SCALE @ AS NTS

Waimakariri District Council ("Council")

and

Rangiora Pottery Group Incorporated NZBN 9429042737872 ("Licensee")

Licence to Occupy – Part 154 Loburn Whiterock Road

PARTIES

- 1. Waimakariri District Council ("Council")
- 2. Rangiora Pottery Group Incorporated NZBN 9429042737872 ("Licensee")

BACKGROUND

- A The Council is the administering authority of the property located at 154 Loburn Whiterock Road, legally described as Res 3442, Canterbury Land District ("the Land").
- B The area to be licensed to the Licensee is situated on the Land and is more specifically shown for general identification purposes as the approximate area coloured yellow and the area shown coloured blue on the plan attached at Schedule 1 (being approximately 600m2).
- C In consideration of the Licensee paying the Council the Establishment Fee (if any), and the Licence Fee by instalments as specified, the Council agrees to grant to the Licensee a non-exclusive right to occupy and use the Licensed Area on the terms and conditions set out in this Licence.
- D The parties have also agreed that this Licence is to be subject to the Council and its duly appointed agents, staff, and contractors having access on to the Licensed Area as set out in this Licence.
- E The parties have agreed to the Licensee maintaining the Licensee's Works and using such improvements during the term of this Licence.
- F This Licence records the terms of the parties' agreement for the occupation and use of the Licensed Area by the Licensee.

REFERENCE SCHEDULE

The Land: The property located at 154 Loburn Whiterock Road, legally

described as Res 3442, Canterbury Land District (being the

property on which the Licensed Area is situated)

The Licensed Area: The approximate area of 600 m2 which is situated on the

Land and is more specifically shown for general identification purposes as the approximate area coloured yellow and the area shown coloured blue on the plan attached at Schedule 1 (being the area licensed to the Licensee under this Licence)

Commencement Date: 1 July 2019

Term: 8 years

Expiry Date: 30 June 2027

Licensee Termination Right: Three (3) months

Establishment Fee: Not applicable

Licence Fee: \$1.00 per annum, plus GST (if any), if demanded

Licence Fee Payment Dates: The Commencement Date and each anniversary of the

Commencement Date.

Default Interest Rate: 14% per annum

Licensee's Public Liability Insurance: \$1,000,000

Permitted Use: Clubrooms for activities of the Rangiora Pottery Group

Incorporated

1. Special Conditions

- 1.1. The following Special Conditions (if any) are included in this Licence. In the event of a conflict between a Special Condition and any term or condition of this Licence the Council shall determine which prevails.
- 1.2. The Council has the right to grant additional Licences to Occupy over the Land subject to this Licence should that be deemed necessary by the Council in its sole and absolute discretion for the benefit of the wider community.
- 1.3. The Land must be left to a standard comparable to its condition before the Licensee's Works commenced, after the completion of any and all work.
- 1.4. The Licensee shall be responsible at all times under this Licence for all repairs and maintenance of the Licensee's Works and any damage to the Land caused directly or indirectly by the Licensee's Works.
- 1.5. The Licensee will during the continuance of this Licence keep the Licensee's Works in good order and condition as may be reasonably required by the Council.
- 1.6. The Licensee shall not, without the prior written consent of the Council:
 - (a) bring onto the Licensed Area or Land any soil, shingle, gravel, sand, fill, or other substance or material ("Material") which may contaminate the Licensed Area, the Land or any adjoining land. In granting any such consent, Council may require that the quality of such Material is tested and checked for contaminants by an independent soil testing specialist before the Material is brought onto the Licensed Area or Land and the Licensee shall be liable for the costs of such testing; or
 - (b) remove from the Licensed Area any Material; or
 - (c) store or accumulate on the Licensed Area any spoil, rubbish, refuse, composted material, garden waste or similar.

THE PARTIES AGREE

2. Definitions and Interpretation

2.1. Terms used in the Reference Schedule are as defined in the Reference Schedule.

2.2. In this Licence:

Licensee's Works refers to the existing clubrooms of the Licensee which are situated on the Licensed Area as at the Commencement Date and any other buildings, structures or improvements constructed or placed on the Licensed Area by the Licensee with the prior written consent of Council and includes any alterations or additions to the clubrooms, buildings, structures or improvements;

Plan means the plan attached as Schedule 1; and

Road means a carriageway (including, without limitation, unformed road, paper road, road "reserve" and footpaths on one side or either side of a carriageway).

- 2.3. In this Licence unless the context otherwise requires:
 - (a) where obligations bind more than one person those obligations will bind those persons jointly and severally;
 - (b) the benefits and burdens will be binding upon the parties and their respective successors and personal representatives and any permitted assigns or transferees and references to the parties must be construed accordingly;
 - (c) words importing one gender include all other genders and words importing the singular number include the plural and vice versa;
 - (d) a "person" includes any individual, company, corporation, incorporated society, limited partnership, firm, partnership, joint venture, association, organisation, trust, state, or agency of state, government department or territorial authority in each case whether or not having separate legal personality;
 - (e) any Schedules to this Licence have the same effect as if set out in the body of this Licence;
 - (f) clause headings are inserted for reference only and will not affect the interpretation of this Licence;
 - (g) references to any statute refer also to any legislative instrument, bylaw, order or notice made under or pursuant to the statute and:
 - (i) references to statutes and legislative instruments refer also to statutes and legislative instruments amending, consolidating or re-enacting those referred to (including any enactment passed in substitution therefore); and
 - (ii) expressions defined or explained in any statute will bear those meanings in this Licence;

- (h) any covenant not to do anything also imposes an obligation not to suffer, permit or cause that thing to be done;
- (i) references to covenants include conditions and agreements;
- (j) references to covenants include covenants expressed or implied;
- (k) to "perform" a covenant includes to keep, observe and fulfil that covenant;
- (I) a right granted or reserved may be exercised from time to time and at all times;
- (m) references to consent, permission, approval, discretion, or agreement, of the Council is a reference to such in the Council's sole, absolute, and unfettered discretion;
- (n) any reference to a "month" or "monthly" mean respectively calendar month and calendar monthly; and
- (o) terms defined in a Schedule including, without limitation, the Reference Schedule have the meanings given to them in that Schedule.

3. Commencement and Term

- 3.1. The Council agrees that the Licensee may use the Licensed Area, as a licensee from the Commencement Date on the terms set out in this Licence. This does not give the Licensee the right to exclude the Council or the Council's authorised agents, staff, or contractors, from the Licensed Area and does not give the Licensee any interest in the Land. The Licensee recognises and agrees that the Licensee has no caveatable interest in the Land.
- 3.2. The term of this Licence is the Term.
- 3.3. The Licence is for a single term and subject to clause 3.7 no renewal terms or extensions shall apply. If the Licensee wishes to have an extension or a further term the Licensee may give the Council written notice of this wish three (3) months prior to the Expiry Date but no equitable or legal obligation or effect shall arise thereby.
- 3.4. The Council may terminate this Licence at any time by giving to the Licensee three (3) months' notice in writing (including, without limitation, by email) and on the expiration of such notice this Licence shall absolutely cease and determine and the Licensee shall leave the Licensed Area in good order and condition.
- 3.5. If the Reference Schedule records a Licensee Termination Right then, but not otherwise, the Licensee may terminate this Licence at any time by giving to the Council the greater of:
 - (a) three (3) months' notice in writing; and
 - (b) the period of notice (in writing) specified in the Licensee Termination Right;

and on the expiration of such notice this Licence shall absolutely cease and determine and the Licensee shall leave the Licensed Area in good order and condition.

- 3.6. If the Licence is terminated by either party in accordance with clause 3.4 or 3.5 of this Licence:
 - (a) Council shall reimburse the Licensee for any pre-paid Licence Fee on a pro rata basis;

- (b) No compensation will be payable in relation to the Establishment Fee, the Licensee's Works or directly as a result of the termination; and
- (c) The parties shall remain liable to the extent of any default arising prior to such termination.
- 3.7. If Council permits the Licensee to continue to use the Licensed Area after expiration or sooner determination of the Term, the Licensee will do so as a monthly licensee on the same terms and conditions as those contained in this Licence, modified so as to be applicable to a monthly licence. For the sake of clarity, the parties acknowledge and agree that such monthly licence may be terminated by either party on one month's written notice.

4. Establishment Fee and Licence Fee

- 4.1. The Licensee shall pay to the Council the Establishment Fee (if any) (without deduction or setoff) forthwith and immediately to the Council's bank account as specified by the Council to the Licensee in writing. This is an essential term of this Licence.
- 4.2. The Licensee shall pay to the Council the Licence Fee, if demanded by Council, on the Licence Fee Payment Dates to the Council's bank account as specified by the Council to the Licensee in writing from time to time. All Licence Fees shall be paid without deduction or set-off.
- 4.3. The Licensee must pay the Council's legal costs in relation to the preparation, negotiation and execution of this Licence.

5. Outgoings and Insurance

- 5.1. The Licence Fee is a gross fee which includes all outgoings (other than utilities). If the outgoings relating to the Licensed Area increase as a result of any act, activity, neglect, inactivity, or omission, by the Licensee in connection with the Licensed Area the Licensee must pay on demand all extra outgoings (and GST) arising as the Council shall reasonably determine.
- 5.2. The Licensee shall be responsible for arranging the supply of any utilities that may be required from Local Authorities or other providers, and shall pay all fees and charges associated with this including, without limitation, line charges.
- 5.3. Unless otherwise expressly provided to the contrary in this Licence or the Reference Schedule, the Licensee must keep, at their own expense, a current policy of public liability insurance for the amount specified in the Reference Schedule for the duration of this Licence and the Council shall be entitled to require the Licensee to provide evidence that they have this cover.
- 5.4. Unless otherwise expressly provided to the contrary in this Licence or the Reference Schedule, the Licensee must keep, at their own expense, a current policy for the full replacement value of the Licensee's Works and any other Licensee's improvements on the Licensed Area.

6. Services

6.1. The Licensee acknowledges and agrees that the Council shall have no liability and the Licensee shall not be entitled to any compensation (including, without limitation, by way of abatement or refund of the Establishment Fee or the Licence Fee) in connection with any reduction or cessation of services (if any).

- 6.2. Any existing sewers, stormwater, water pipes, cables and other underground services and structures shown on any plans are for the information of the Licensee. The relevant service authorities have supplied this information, but their positions and completeness are not guaranteed.
- 6.3. It shall be the Licensee's responsibility to ascertain the existence and location on site of all utilities and services before commencing occupation, to promptly inform the Council of the location of all such utilities and services, and to protect these utilities and services from damage. The Licensee shall be responsible for any damage caused to utilities and services during the Term or any subsequent term. The Licensee shall promptly inform the Council of any on site damage that may occur to any utilities and services.

7. Default Interest and GST

- 7.1. If any Establishment Fee, Licence Fee, or other monies payable by the Licensee remain unpaid for five (5) working days after their due date, then the Licensee will pay to the Council interest on those monies at the Default Interest Rate calculated from the due date to the date of payment and the Council may recover the monies in arrears and interest as a liquidated sum.
- 7.2. The Licensee shall, at the time it falls due for payment, pay to the Council or as the Council shall direct, all goods and services tax payable on the Establishment Fee, Licence Fee and any other amounts payable under the Licence.

8. Permitted Use

8.1. Where a Permitted Use is specified in the Reference Schedule the Licensee shall not use the Licensed Area for any other use or purpose than the Permitted Use without the prior written consent of the Council.

9. Assignment

9.1. This Licence is personal to the Licensee, and the Licensee may not assign, transfer, sub-licence or otherwise share their rights under this Licence to or with any other party unless agreed to in writing by the Council. If the Licensee is a company any change in the shareholding of the Licensee which causes a change in control of the Licensee will constitute a deemed assignment of this Licence requiring the consent of the Council.

10. Licensee's Responsibilities and Obligations

- 10.1. The Licensee warrants and undertakes that the Licensee:
 - (a) Will at its cost keep the Licensed Area well and securely fenced and will keep and maintain all fences, gates, drains and other improvements (if any) erected on the Licensed Area in good order and condition (damage by fire, earthquake or other inevitable accident excepted) and shall not seek any contribution to fencing costs from Council and will permit Council or their agents, staff, and contractors at all reasonable times to enter upon the Licensed Area for the purpose of viewing the state of or repairing, maintaining or improving the condition of the improvements (if any) thereon.
 - (b) Will not at any time undertake anything on the Licensed Area or cause or allow any act on the Licensed Area which shall be a disturbance, nuisance or annoyance to the

- Council or the occupiers or owners of adjoining land or cause contamination of the Land, the Licensed Area or adjoining land.
- (c) Will at all times keep the Licensed Area free of all noxious weeds, plants and vermin and at the Licensee's own expense do all things necessary to comply with the provisions and requirements of the Biosecurity Act 1993 without being entitled to any compensation in respect thereof.
- (d) Shall not fell, remove, trim or damage any trees on the Licensed Area unless the prior written approval of the Council has been obtained.
- (e) Will comply with all relevant statutory and common law obligations, regulations and bylaws affecting the Licensee's use of the Licensed Area including but not limited to:
 - (i) complying with all legislation, regulations and bylaws in relation to water quality protection and standards including, without limitation, The National Policy Statement for Freshwater 2020, National Environmental Standards for Freshwater, Stock exclusion regulations under section 360 of the Resource Management Act 1991, and Local Authority rules and bylaws; and
 - (ii) complying with all legislation, regulations and bylaws in relation to health and safety, including (without limitation) all obligations imposed under the Health and Safety at Work Act 2015, and will take all necessary steps to ensure that the obligations imposed upon the Council as owner under the Health and Safety at Work Act 2015 will at all times be complied with, and will (to the maximum extent permitted by law) indemnify the Council for any loss, claim, complaint, liability, cost, penalty or award of damages the Council may suffer as a consequence of its failure to so comply with any of the foregoing obligations in this clause.
- (f) Will at the Licensee's cost, obtain and comply with all resource consents, permits and other planning approvals and licences and permissions required for the Licensee's use of the Licensed Area.
- (g) Shall comply with all requirements recorded in any tender (if any) for this Licence.
- (h) Shall at their own cost keep the Licensed Area, including any improvements or structures (if any) on it free from damage or rubbish, and must at Council's option either promptly repair any damage caused by them or any person using the Licensed Area under this Licence or compensate Council for such damage and any associated repair costs.
- (i) Shall not remove any improvements (if any) owned by the Council from the Licensed Area and shall at Council's option either replace any damaged or lost improvements owned by the Council with others of like value or compensate Council for such damage and any associated repair or replacement costs. The Licensee must advise the Council of any and all changes in relation to such improvements.
- (j) Shall notify the Council as soon as practicable, of any hazards arising upon the Licensed Area identified by the Licensee, its agents, contractors, guests, tenants or invitees.

- (k) Shall notify the Council if any damage occurs to the Licensed Area or any injury or harm occurs to any person on the Licensed Area, of the details of the damage, injury, or harm, and, to the best of the Licensee's knowledge, details of how it occurred as soon as practicable after the Licensee becomes aware of such damage.
- (I) Shall not do anything upon the Licensed Area which may prejudice, or invalidate any insurance policy held by the Council, nor, except with the Council's prior written approval, do anything on the Licensed Area that would cause the premium of any insurance policy held by the Council in respect of the Licensed Area to be likely to increase. The Licensee must pay on demand all extra premiums payable due to any breach of this clause.
- (m) Shall ensure that all Licensee's Works and any other work on the Licensed Area shall be carried out in a professional and workmanlike manner and in accordance with relevant industry standards and regulatory requirements.
- 10.2. The natural vegetation of New Zealand is unique and diverse in keeping with its isolation from other lands. Within the Waimakariri District are areas of indigenous vegetation which include (but are not limited to) specimens of Kanuka, Matagouri, Cassina, Pommaderris and Cop Intertexta. These plants are the last remains of this type of vegetation that once used to cover the Canterbury Plains and therefore are considered to be of high importance. Where this vegetation is encountered by the Licensee in the course of this Licence, the Licensee shall protect this vegetation from any damage occurring as a result of their occupation of the Licensed Area.

11. Licensee Works

- 11.1. The Licensee shall not carry out any of the Licensee's Works or make any alteration or addition to the Licensed Area without the Council's prior written approval. Such approval may be granted upon such conditions as the Council, in its sole and absolute discretion, deems appropriate including for the avoidance of doubt the Licensee being required to take out contract works insurance.
- 11.2. Any approval granted by the Council under clause 11.1 is in the Council's capacity as Licensor only and the Licensee must still obtain approval from the applicable Community Board and any consents required from the Council in its capacity as the local authority.
- 11.3. The Licensee must submit a programme for undertaking any of the Licensee's Works which is acceptable to the Council and addresses:
 - (a) Traffic management plans;
 - (b) Road closures;
 - (c) On site health and safety; and
 - (d) Such other matters as are appropriate given the nature of the Licensee's Works.
- 11.4. The Licensee must use suitably qualified persons to carry out the Licensee's Works and ensure that the Licensee's Works are completed to a good and workmanlike standard to the reasonable satisfaction of the Council.
- 11.5. Without limitation to clauses 10 and 11 the Licensee shall be responsible for notifying any relevant authorities prior to the commencement of any work on the Licensed Area that would

- require a consent, and shall comply with any additional requirements imposed by those authorities.
- 11.6. Should any services be required to be supported or relocated, then the Licensee shall liaise with the appropriate authority to gain approval, and shall comply with all instructions issued by the relevant authority.
- 11.7. Where any existing services are disrupted or damaged in any way by the operations of the Licensee, they shall be repaired and reinstated to the satisfaction of the Council and the appropriate Local Authority or service authority, entirely at the expense of the Licensee, including the cost of any supervision and/or inspections.
- 11.8. The Licensee shall maintain the Licensee's Works in good condition.
- 11.9. The Licensee must repair any damage caused to the Licensee's Works or the Licensed Area to the satisfaction of Council and in compliance with the requirements of any relevant authorities.

12. Council's Use of the Licensed Area

12.1. The Licensee acknowledges and agrees that save to the extent inconsistent with this Licence, the Council's rights and interest in the Land and the Licensed Area and right to use, administer, and deal with the Land and the Licensed Area are preserved and in no way restricted, reduced or fettered and the Council shall have no obligation or duty to the Licensee with respect to the same.

13. Access

- 13.1. The Council reserves the right, without notice to the Licensee, for Council staff or their contractors (including all required machinery, vehicles, equipment and tools) to enter the Licensed Area at any time to carry out maintenance. Every effort shall be made to keep the Licensee informed of such operations and to not interfere with the legitimate activities of the Licensee on the Licensed Area. The Licensee shall not be entitled to compensation (including, without limitation, by way of abatement or refund of the Establishment Fee or the Licence Fee) for any activities carried out by the Council in accordance with this clause.
- 13.2. An on-site inspection may be carried out by the Council at the commencement and expiry of this Licence and at any other time which it deems appropriate during the Term or any subsequent term, to identify the condition of the Licensed Area including its improvements (if any).
- 13.3. The Council may carry out any works on the land adjacent to or near the Licensed Area. The Council will take all reasonable steps to ensure that such works are carried out in a way that causes a minimum of inconvenience to the Licensee where practicable. The Licensee agrees not to take any injunction, proceedings or otherwise make any objection to the works, and will not make any claim for compensation (including, without limitation, by way of abatement or refund of the Establishment Fee or the Licence Fee).

14. Indemnity

14.1. To the maximum extent permitted by law, the Licensee indemnifies the Council against any loss, claim, damage, expense, fine, penalty, liability or proceeding suffered or incurred at any time by the Council as a direct or indirect result of any breach of the Licensee's obligations,

undertakings or warranties contained or implied in this Licence, or as a direct or indirect result of the Licensee activities on the Licensed Area.

15. Default, Termination, and Expiry

- 15.1. The Licensee must meet all costs and expenses (including legal costs on a solicitor/client basis) which the Council may incur in enforcing its rights under this Licence.
- 15.2. In the event that the Licensee breaches any of the terms and conditions of this Licence or any warranty contained herein including, without limitation, in clause 10.1, the Council may (in addition to its other rights) do either or both of the following:
 - (a) give the Licensee notice (including, without limitation, by email) requiring them to remedy such breach within a reasonable period of time, and if the Licensee fails to do so then the Council may remedy any breach and recover the costs from the Licensee;
 - (b) immediately terminate this Licence by notice in writing (including, without limitation, by email) and/or remedy any damage and recover the costs from the Licensee.
- 15.3. The costs of any work required by the Council to remedy any failure by the Licensee to comply with the terms of this Licence may be recovered by the Council as a debt of a liquidated sum amount.
- 15.4. Notwithstanding any other term of this Licence, within fourteen (14) days of the expiry or earlier termination of this Licence, the Licensee must serve written notice on the Council, that the Licensee elects to either:
 - (a) remove the Licensee's Works from the Licensed Area at the Licensee's sole cost and in accordance with clause 15.5; or
 - (b) leave the Licensee's Works on the Licensed Area, and ownership of the Licensee's Works shall immediately vest in Council free from any payment or compensation to the Licensee whatsoever.
- 15.5. If the Licensee elects the option under clause 15.4(a), the Licensee must, at the Licensee's sole cost, remove the Licensee's Works from the Licensed Area to the entire satisfaction of the Council as soon as reasonably practicable and in any event by the date which is one (1) month after the date of expiry or termination of this Licence. The Licensee must make good any damage to the Licensed Area caused by the removal of the Licensee's Works and leave the Licensed Area in a clean and tidy condition to the satisfaction of the Council and in compliance with the requirements of any relevant authorities. The Licensee must continue to comply with its obligations under this Licence until the removal of the Licensee's Works and the reinstatement of the Licensed Area has been satisfactorily completed.
- 15.6. If the Licensee fails to notify the Council within the timeframe prescribed in clause 15.4, or the Licensee fails to remove some or all the Licensee's Works within the timeframe prescribed in clause 15.5, then ownership of the Licensee's Works remaining on the Licensed Area shall vest in the Council free from any payment or compensation to the Licensee whatsoever and the Licensee indemnifies the Council for any costs or claims incurred by Council in relation to such failure (including for the avoidance of doubt any costs or claims incurred by Council in removing the Licensee's Works from the Licensed Area).

16. General

- 16.1. The Council makes no warranty or representation that the Licensed Area is fit for any particular use, and the Licensee acknowledges that they have entered into this Licence completely in reliance upon their own investigations, skill and judgment. The Licensee agrees to occupy and use the Licensed Area at their own risk, and releases the Council from any claim for any loss or damage they may suffer or incur.
- 16.2. For the avoidance of doubt, the Licensee acknowledges that this Licence is entered into by the Council in its capacity as landowner and not as regulatory authority. The two roles of the Council are different, and any consent or approval given by Council in relation to this Licence in its capacity as licensor under this Licence does not waive or imply the Council's consent or approval in its capacity as regulatory authority.
- 16.3. The Licensee agrees not to take or participate in any action (including, without limitation, lodging any objection to any statutory authority) which may have the effect of preventing or interfering with the Council's future plans for the Licensed Area or any adjoining land.
- 16.4. In the event the Licensed Area is damaged to the extent that the Council deems, at its discretion, that it is no longer appropriate for the Licensee to continue to use the Licensed Area, the Council may immediately terminate this Licence by notice in writing (including, without limitation, by email) at the Council's discretion.
- 16.5. This Licence is the entire agreement (and replaces all earlier negotiations, representations, warranties, understandings and agreements) between the Licensee and the Council regarding the Licensee's use of the Licensed Area. Any amendments to this Licence must be recorded in writing and signed by both the Licensee and the Council.
- 16.6. Any covenants and powers implied in licences by virtue of the provisions of the Property Law Act 2007, or any other Act, legislative instrument or bylaw which are not to the benefit of the Council are (to the maximum extent permitted by law) expressly excluded from this Licence.

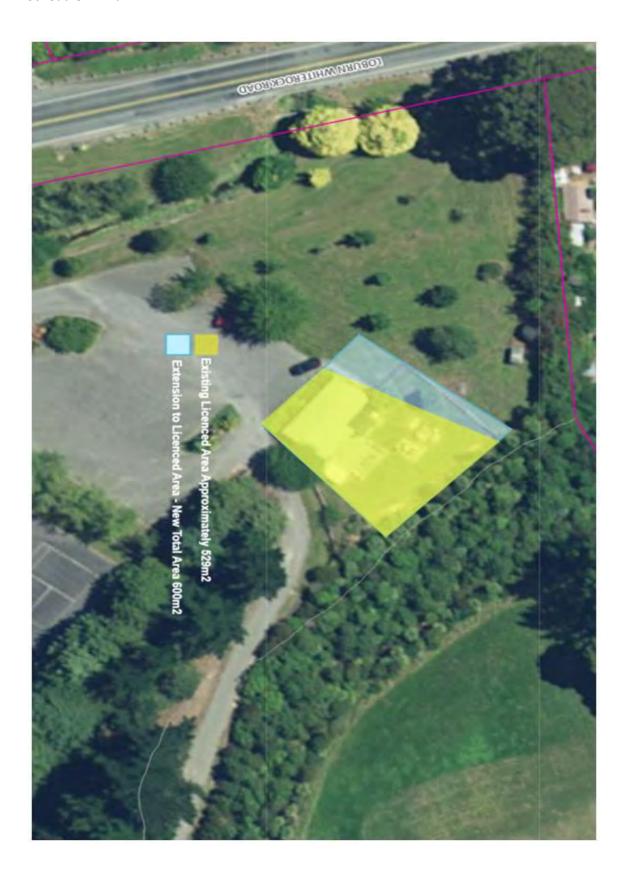
16.7. The parties agree that:

- (a) This Licence may be executed in two or more counterparts, all of which will together be deemed to constitute one and the same document. A party may enter into this Licence by signing a counterpart copy and sending it to the other party, including by email; and
- (b) The production of a scanned and emailed copy or copies of the Licence signed by all parties shall be deemed to be sufficient to satisfy the requirements of the Property Law Act 2007.
- 16.8. In the event a dispute arises between the parties, if the Council requires it then the parties agree to in the first instance negotiate in good faith for a period of at least ten (10) working days. Following this if the parties cannot reach resolution, the Council shall instigate arbitration and shall appoint an appropriate arbitrator to assist in resolving the dispute.

Dated this day of 2022

SIGNED for and behalf of the Waimakariri District by its Authorised Officer	Council)))	
Name of Authorised Offi			Signature of Authorised Officer
in the presence of:			
Witness:			
Signature:			
Occupation:			
Address:			
SIGNED for and behalf of the Rangiora Pottery Gro by its Authorised Officer	oup Incorporated)))	
Name of Authorised Offi			Signature of Authorised Officer
in the presence of: Witness:			
Signature:			
Occupation:			
Address:			

Schedule 1: Plan



WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR INFORMATION

FILE NO and TRIM NO: GOV-26-11-06 / 221108194302

REPORT TO: RANGIORA-ASHLEY COMMUNITY BOARD

DATE OF MEETING: 14 December 2022

AUTHOR(S): Thea Kunkel - Governance Team Leader

SUBJECT: Rangiora-Ashley Community Board's 2022/23 Discretionary Grant Fund

and 2022/23 General Landscaping Fund

ENDORSED BY: (for Reports to Council,

Committees or Boards)

General Manager

Manager // Acting Chief Executive

1 SUMMARY

1.1 The purpose of this report is to provide updates to the Rangiora-Ashley Community Board (the Board) on the available funds in the Rangiora-Ashley General Landscaping Budget and the Discretionary Grant Fund for the reminder of the 2022/23 financial year.

Attachments:

i. Discretionary Grant Application Form (Trim Ref: 210603089776).

2 RECOMMENDATION

THAT the Rangiora-Ashley Community Board:

- (a) Receives report No. 221108194302.
- (b) **Notes** that the 2022/23 Rangiora-Ashley Community Board General Landscaping Budget as of 31 October 2022 is \$26.495.
- (c) **Notes** that the 2022/23 Rangiora-Ashley Community Board Discretionary Grant Fund has a current balance of \$18,069.
- (d) **Notes** that the Rangiora-Ashley Community Board Discretionary Grant Fund will be advertised through the Community Notice Board page in the Northern Outlook and The Chatter newsletter on a quarterly basis.

3 BACKGROUND

3.1 General Landscaping Budget: On 25 October 2016, the Council created General Landscaping Budgets for each Community Board by delegating to each Board the allocation of a set annual amount of discretionary and unspecified funding for the improvement, enhancement or replacement of amenity, recreation and roading assets. This fund is not a contestable fund.

3.2 Discretionary Grand Fund: The Council annually allots funds to each of the four Boards for allocation to various Community Groups within their wards. Community Groups or Not-for-Profit Organisations can apply for funding to assist them with community events/ projects and/or resources. The amount allocated by the Council for 2022/23 was \$10,160 and an unspent amount of \$7,909 was carried forward from the 2021/22 budget, thereby bringing the total of the 2022/23 Discretionary Grant fund to a total of \$18,069.

4 ISSUES AND OPTIONS

The Rangiora-Ashley Community Board General Landscaping Budget (General Landscaping Budget)

- 4.1 The General Landscaping Budget is a discretionary sum that the Board may allocate towards landscape projects within their community. Community Boards often identify community landscaping enhancement projects which this budget can be used for. Equally, members of local communities often have suggestions for minor landscaping improvements, such as additional seating, paving or signage or something similar.
- 4.2 The 2022/23 General Landscaping Budget as of 1 July 2022 was \$26,190 and an unspent amount of \$305 was carried forward from the 2021/22 financial year, thereby bringing the total of the 2022/23 Landscape Budget to a total of \$126,495. This budget is yet to be fully allocated or spent.
- 4.3 During the 2021/22 financial year the Rangiora-Ashley Community Board allocated the following funding to projects in the community which are still being implemented:

Project Description	Status	Budget Allocated
Loburn Domain Memorial	In progress	\$53,850
Millton Reserve	In progress	\$19,364
Passchendaele Walkway benches and planting	In progress	\$3,200
Total		\$76,414

- 4.4 Greenspace staff lead a workshop after the November 2022 meeting to assist the Board in identifying a range of potential projects for funding during the 2022/23 financial year. Some funding has already been 'ring-fenced' by the previous Board for future projects, and this will be further considered. If the Board chooses to allocate all or part of the 2022/23 Landscaping Fund (\$26,495), a report seeking the Board's formal approval for funding will be presented to the Board in the near future.
- 4.5 Greenspace staff recommend that, where possible, it would be beneficial for the Board to decide upon General Landscaping Budget projects before March of each year. As this would allow the department to initiate projects before the end of a financial year.

The Rangiora-Ashley Community Board's Discretionary Grant Fund

- 4.6 The 2022/23 Discretionary Grant Fund approved by the Council for the Board was \$10,160. An unspent amount of \$7,909 was carried forward from the 2021/22 financial year, thereby bringing the Discretionary Grant Fund to a total of \$18,069 for this financial year.
- 4.7 The previous Board has not allocated any funds to various community organisations as no applications have been received, thus leaving a balance of \$18,069 for the current Board to allocate during the remainder for the financial year.

- 4.8 Not all eligible groups may be aware of the fund, so it is anticipated that Community Board members will continue to be pro-active in this regard, through networking and community groups they interact with. It is recommended that the Board regularly review the remaining balance of the fund to ensure that it is on track to be spent before the end of June 2023.
- 4.9 Council staff will advertise the Discretionary Grant through the Community Notice Board page in the Northern Outlook and The Chatter newsletter on a quarterly basis. Application forms are available on the Council website, from Service Centres or by contacting the Governance Support Team.
- 4.10 There are no implications on community wellbeing by the issues and options that are the subject matter of this report. However, utilisation of funding in the community does aid the enhancement of community wellbeing.
- 4.11 The Management Team have reviewed this report and support the recommendations.

5 COMMUNITY VIEWS

5.1 Mana whenua

Taking into consideration the provisions of the Memorandum of Understanding between Te Ngāi Tūāhuriri Rūnanga and the Council, Te Ngāi Tūāhuriri hapū are not likely to be affected by or have an interest in the subject matter of this report. However, they may wish to apply for funding for events and projects.

5.2 Groups and Organisations

Community groups and organisations are likely to be affected by, or to have an interest in the subject matter of this report, as the Board's Discretionary Grant fund could assist them to achieve community-based programmes during the current financial year.

5.3 Wider Community

The wider community is not likely to be affected by, or to have an interest in the subject matter of this report. However, it should be noted that the funding allocated to community groups and for beautification will increase the general feeling of wellbeing within the Board's community.

6 OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1 Financial Implications

- 6.1.1 The current balance of the Rangiora-Ashley General Landscaping Budget for the 2022/23 financial year is \$26,495.
- 6.1.2 The 2022/23 Rangiora-Ashley Community Board Discretionary Grant Fund has a current balance of \$18,069.

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 as this report is for information only. Any allocation of funds will be subject to a separate future report(s) presented to the Board.

6.4 Health and Safety

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

7 CONTEXT

7.1 Consistency with Policy

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

7.2 Authorising Legislation

Not applicable

7.3 Consistency with Community Outcomes

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

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

7.4 Authorising Delegations

The Community Boards have delegated authority for both funds.

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	V	New equipment
×	Debt servicing	V	Toys/educational aids
×	Payment for volunteers (including arrangements in kind eg petrol vouchers)	V	Sporting equipment
×	Stock or capital market investment	V	Safety equipment
×	Gambling or prize money	V	Costs associated with events
×	Funding of individuals (only non-profit organisations)	V	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		

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Criteria for application

- 5
- 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 2022 to June 2023) but the group can apply up to twice in that year, providing it is for different projects.
- The grant funding is limited to projects within the Board area or primarily benefiting the residents of the ward.
- Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.
- · Priority is to be given to groups with strong links with the 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 Grant \$2022/2023 Name of Group: ____ Address: _____ Contact Person within Organisation: Position within Organisation: _____ Contact phone number: _____ Email: ____ **Describe what the project is and what the grant funding be used for?** (Use additional pages if needed) What is the timeframe of the project/event date? ______ Overall Cost of Project: _____ Amount Requested: _____ How many people will directly benefit from this project? _____ Who are the range of people benefiting from this project? (You can tick more than one box) People with disabilities (mental or physical) ☐ Cultural/ethnic minorities ☐ District ☐ School/youth ☐ Older adults Preschool ☐ 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? \square Yes \square No If No, what are the consequences to the community/organisation? What are the direct benefit(s) to the participants?

What is the	e benefit(s) to your organisation?
What are tl	he benefit(s) to the Rangiora-Ashley community or wider district?
ls your gro	up applying under the umbrella of another organisation (that is Charity/Trust registered?) \Box Yes \Box No
If yes, nam	e of parent group:
What is the	e relationship between your group and the parent group?
	fundraising has your group undertaken towards this project/event? List any other organisations you ed or intend to apply to for funding this project and amount applied for this project:
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	pplied to the Rangiora-Ashley Community Board or any other Waimakariri Community Board for other ding in the past 18 months? \Box Yes \Box No
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Enclosed	☐ Financial Balance Sheet and Income & Expenditure Statement (compulsory – your application cannot be processed without financial statements)
	☐ Supporting costs/quotes
	\square Other supporting information
☐ I am aut	thorised to sign on behalf of the group/organisation making this application.
☐ I declare	e that all details contained in this application form are true and correct to the best of my knowledge.
-	that successful applicants will be required to report back to the Community Board by completing a simple ability Report.
□ I accept	that information provided in this application may be used in an official Council report available to the public.
	te: If submitting your application electronically, entering your name in the signature box below will be s your signature:
Signed:	Date:
_	

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FILE NO and TRIM NO: GOV-26-11-06 / 221121201201

REPORT TO: RANGIORA-ASHLEY COMMUNITY BOARD

DATE OF MEETING: 14 December 2022

FROM: Thea Kunkel, Governance Team Leader

SUBJECT: Application to the Rangiora-Ashley Community Board's 2022/23

Discretionary Grant Fund

SIGNED BY:

(for Reports to Council or

Committees) General Manage

General Manager Acting Chief Executive

SUMMARY

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

Name of Organisation	Purpose	Amount requested \$451.83	
Cust Bowling Club	Towards purchasing paint for the Club's fences and buildings.		
Lions Club of Rangiora NZ Inc	Towards the construction of dog agility stations at Milton Reserve Dog Park.	\$500.00	
Total:		\$951.83	

Attachments:

Application from the Cust Bowling Club (Trim 221107193506).

ii. Application from the Lions Club of Rangiora NZ Inc (Trim 221011175761)

ii. Spreadsheet showing previous two years' grants.

iii. Board funding criteria 2022/23 (Trim Ref: 210603089776).

2. RECOMMENDATION

THAT the Rangiora-Ashley Community Board:

- (a) Receives report No. 221121201201.
- (b) Approves a grant of \$..... to the Cust Bowling Club towards the purchase of paint for the club's fences and buildings.

OR

- (c) Declines the application from the Cust Bowling Club.
- (d) Approves a grant of \$..... to Lions Club of Rangiora NZ Inc towards the construction of dog agility stations at Milton Reserve Dog Park, Rangiora.

OR

(e) Declines the application from the Lions Club of Rangiora NZ Inc.

3. BACKGROUND

- 3.1. The *Cust Bowling Club* is seeking funding to purchase paint for fences and club buildings.
- 3.2. The *Lions Club of Rangiora NZ Incorporated* is seeking funding to construct dog agility stations at Millton Reserve Dog Park.
- 3.3. The balance of the Rangiora-Ashley Community Board's Discretionary Grant fund is currently \$18.067.

4. **ISSUES AND OPTIONS**

Cust Bowling Club (the Club)

- 4.1. The Club is a small country club for the fellowship of the local community located at 1648 Cust Road. The Club provides a local community facility managed by volunteers from its membership.
- 4.2 The Club has requested funding to help renovate some of its infrastructure. Club members will paint the fence, seats, and buildings as part of a working bee. Renovating the Club's facilities will keep its assets looking well-kept and inviting for visitors coming to play matches and tournaments.
- 4.3 It is anticipated that the paint will cost \$451.83, and will still be required if the Club's application is declined. However, as volunteers manage the Club, they will have to fundraise to purchase the paint.
- 4.4 The Club has not applied for funding within the last five years. The Club did, however, receive a grant of \$500 in February 2018 towards the cost of purchasing a second-hand mower, and the Accountability Form has been received.

Lions Club of Rangiora New Zealand Incorporated (Rangiora Lions)

- 4.5 The Rangiora Lions is one of the thousands of Lions' clubs worldwide. The Lions are the world's largest volunteer service organisation, with over 1.4 million members. Rangiora Lions falls under the auspice of The Rangiora Lions Charitable Trust and directly assists community groups and individuals in the North Canterbury area.
- 4.6 Rangiora Lions is seeking funding to construct dog agility stations at the Millton Reserve Dog Park. Rangiora Lions has conducted surveys of the dog park users, and one of the features identified was that users wanted an agility course to give dogs additional enrichment opportunities.
- 4.7 Rangiora Lions has received \$4,000 from a local veterinary centre to purchase the materials for the agility course. However, it is estimated that materials would cost \$6,000, and the goal is to raise about \$8,000 to allow for the construction of the course and any price increases. If there were any extra funds, they would use them for additional features park users also want.
- 4.8 Rangiora Lions has not applied for funding within the last five years. However, they received a grant of \$500 in December 2017 towards installing two shelters at the Millton Reserve Dog Park, and the Accountability Form has been received.
- 4.9 The Board may approve or decline grants as per the grant guidelines.

4.10 Implications for Community Wellbeing

There are implications on community wellbeing by the issues and options that are the subject matter of this report. As renovating the Cust Bowling Club facilities will enhance the appearance of the club, thereby enhancing the wellbeing of club members and visitors. Also, many dog owners visit the Rangiora Dog Park for social interaction and will therefore be positively impacted by the agility course.

4.11 The Management Team has 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 groups and organisations likely to be affected by or to have an interest in the subject matter of this report other than those which have applied.

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 save those who will be using the facilities.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1 Financial Implications

The Annual Plan for 2022/23 includes budget provision for the Rangiora-Ashley Community Board to approve grants to community groups up to \$10,160. An amount of \$7,909 was carried forward from the 2021/22 financial year, bringing the Discretionary Grant Fund to a total of \$18,069 this financial year.

The application criteria specify that grants are customarily limited to a maximum of \$500 in any financial year (July to June), even though a group can apply up to twice 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. The current available balance of the Rangiora-Ashley Community Board's Discretionary Grant Fund 2022/23 is \$18,069.

6.2 Sustainability and Climate Change Impacts

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

6.3 Risk Management

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

6.4 Health and Safety

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

7. CONTEXT

7.1. Consistency with Policy

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

7.2 Authorising Legislation

Not applicable.

7.3 Consistency with Community Outcomes

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

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

7.4 Authorising Delegations

Community Boards have delegated authority to approve Discretionary Grant Funding.

Groups applying for Board Discretionary Grants 2022/2023	WAIMAKARIRI
Name of Group: Cust Bawling Chub INC.	DISTRICT COUNCIL
Address:	7 NOV 2022
Contact Person within Organisation:	The The
Position within Organisation: PRESIDENT / CHAIRMAN	
Contact phone number: Email:	
Describe what the project is and what the grant funding be used for? (Use addi	tional pages if needed)
To Purchase point for the Club's fences and Club members will voluntary apply the pain also point seats and 3 Shelters and 2	it at working bees
What is the timeframe of the project/event date? No venber 2022 - Tanuar	y 2023
Overall Cost of Project: \$451 - 83 Amount Requested: \$4	151-83
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 be	ox)
People with disabilities (mental or physical)	District
Preschool School/youth Golder adults GWhole community/ward	
Provide estimated percentage of participants/people benefiting by community area:	
Oxford-Ohoka % Rangiora-Ashley 100 _ % Woodend-Sefton %	Kaiapoi-Tuahiwi%
Other (please specify):	
If this application is declined, will this event/project still occur? \square Yes \square No	
If No, what are the consequences to the community/organisation?	
The club will have to fundraise to pay for	the paint.
What are the direct benefit(s) to the participants?	
the dub's facilities will look well kept and to visitors coming to play matches and tourna	nents.

	benefit(s) to your organisation?
	MAINTAINS CLUB ASSETS.
What are th	ne benefit(s) to the Rangiora-Ashley community or wider district?
	The Bowling Club provides a local community facility which is managed by voluntary labour by its members.
Is your grou	up applying under the umbrella of another organisation (that is Charity/Trust registered?) 🗆 Yes 🖳 🖳
If yes, name	e of parent group:
What is the	relationship between your group and the parent group?
	fundraising has your group undertaken towards this project/event? List any other organisations you d or intend to apply to for funding this project and amount applied for this project:
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project fund	oplied to the Rangiora-Ashley Community Board or any other Waimakariri Community Board for other ling in the past 18 months? 🗆 Yes 🕒 No
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PURCHASE

TOTAL

NZD210.98

NZD210.98

Resene Paints Ltd. Green 4/10/20

Tax Invoice (incl GST) GST # 11-251-293

Operator:Courtney Tr# 2061216 Branch: Rangiora Date: 4/10/22 Phone: 03 3137326 Time: 15:26 Fax: 03 3137189 Till 2

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118.83



Cust Bowling Club showing the painted road fence and doors etc on Pavilion. 5/11/2022.

also showing painted white seats.

Not showing painted 3 shelters on west end of green.

2 Store sheds are still to be painted.

TRIM: 221107193506 / GOV-26-11-05

CUST BOWLING CLUB SUMMARY OF BANK TRANSACTIONS FOR THE PERIOD 1 MAY 2021 - 30 APRIL 2022

INCOME		EXPENDITURE		
Subscriptions Donations Grant - Waimakariri District Council Tournament Sponsorship Tournament Entries Tournament Raffles Social Bowls Club Shirts Interest BNZ	3,650.00 484.50 1,641.00 650.00 1,095.00 650.80 100.70 400.00 3.58	Maintenance - Green Keeping Maintenance - General Insurance Contact Energy Half Share Rates WDC Bowls Canterbury Levies Bowls Canterbury NZ Levy Bowls Canterbury Entry Fees Club Shirts Stores Engraving / Lettering	1,771.67 876.25 1,529.40 804.92 835.09 1,058.45 852.86 161.00 289.80 221.06 169.60	Rod
Total Income	8,675.58	Total Expenditure	8,570.10	
BNZ Current Account Balance as at 1 May 2021	8,119.96	BNZ Current Account Balance as at 30 April 2022	8,225.44	
	16,795.54		16,795.54	

Name of Group: The Lions Club of Rangiora NZ Incorporated
Address:
Contact Person within Organisation:
Position within Organisation: Dog Park project co-ordinator
Contact phone number:
Describe what the project is and what the grant funding be used for? (Use additional pages if needed)
To go towards the funding of the construction of dog agility stations at the Millton Reserve Dog Park. Please refer to the attached pages for full details.
What is the timeframe of the project/event date? Completion within 12 Months
Overall Cost of Project: 8,000.00 Amount Requested: \$500.00
How many people will directly benefit from this project? thousands
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 95 % Woodend-Sefton 3 % Kaiapoi-Tuahiwi 2 9
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?
It will contribute to the happiness, health, enjoyment and enrichment of thousands of dogs and their owners. Please refer to the attached pages for full details.

What is the benefit(s) to your organisation? It will enable the Rangiora Lions Club to continue its good work in supporting the local community. Please refer to the attached pages for full details. What are the benefit(s) to the Rangiora-Ashley community or wider district? Happy people, happy dogs and a Dog Park that other communities will be jealous of. Please refer to the attached pages for full details. Is your group applying under the umbrella of another organisation (that is Charity/Trust registered?) 🗹 Yes 🗆 No If yes, name of parent group: The Rangiora Lions Club Charitable Trust What is the relationship between your group and the parent group? The Rangiora Lions Club Charitable Trust is the entity that administers "project" funding aspects of the Rangiora Lions Club 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: Sponsorship from local businesses Lloyd Morgan Charitable Trust (the Lions Club of NZ funding and grant organisation) 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:

Date: 9 October 2022 Signed: Quentin de Hamel



APPLICATION FOR A GRANT FROM THE RANGIORA ASHLEY COMMUNITY BOARD FROM THE LIONS CLUB OF RANGIORA

For

The construction of agility stations and other facilities in the newly allocated land adjacent to the existing Millton Memorial Reserve Dog Park located in the northern edge of Rangiora, North Canterbury

The amount sought is \$500

Date of Submission: October 2022

Purpose of the Grant:

To augment the Lions Club of Rangiora's own fundraising towards the purchasing of materials and the subsequent construction of agility stations for the new agility area allocated beside the existing Millton Memorial Reserve Dog Park, located on the northern edge of the town of Rangiora.

Organisation to Benefit: The people of Rangiora and surrounding areas in the Waimakariri district and North Canterbury who own dogs.

Our Dog Park

No one in the Council would deny the existing Dog Park at Millton Reserve anything other than a success.

It was being used well, and the community has adopted it as a "go to" place to take you dog for exercise and socialising with other dogs.

It could confidently claim by sheer numbers of people using the park throughout the day and week, it is one of the most popular public parks in North Canterbury.



The growth of population numbers has also meant an increase in residents owning dogs.

During surveys of the dog park users and from feedback received, it was identified the Dog Park lacked a number of features. As part of the Councils Master Plan to develop the balance of the area between the dog park and the Ashley bridge, the Council agreed to allocate additional land for the dog park to enable;

- a) More land for dogs to enjoy
- b) An agility course to be established, to give dogs additional opportunities for enrichment
- c) An area to be set aside for both small and large dogs to mix and mingle
- d) A safe walking link from the dog park to the tracks and paths along the banks of the Ashley River

The Millton Reserve Dog Park is quite large by dog park standards. It is currently divided into two separate parks. One for smaller dogs and one for larger dogs. In the last few years the community (through the Friends of the Rangiora Dog Park and the Rangiora Lions Club) fundraised and built two shelters. These have proved a huge success and add significantly to the overall enjoyment of the park by the users.

The Friends of the Dog Park have also lobbied for and secured better parking and a water supply. The group was also the driver to secure the additional land for the agility park as part of the recent Master Plan developed for the area.

The Council has allocated the area, has the trimmed of a number of trees and is in the process of the fencing off the agility area. They have left it to the users of the park to arrange the establishment of the actual agility stations in the park.

From the beginning, the park established "guardians" made up of keen dog owners and users who informally monitor and supervise the users and behaviour of both the dogs and the owners of the dogs. They also have a Facebook site where the public can share and exchange ideas and information relevant to the park and dog owners. This allows park users to be kept up to date and informed. The Council also uses this facility as a conduit to pass council initiatives and consultation information back down to dog owners and the park users.

lend its support and name behind the group's efforts to further develop the park.



The Rangiora Lions Club has been supportive of the park from the beginning and is happy to

An agility course and a place where small and large dogs can interact is the perfect next step. There will be jumps, balancing features, tunnels, and tasks both dogs and their owners will enjoy sharing with their dogs. There are well established trees and small hills and bushes. Plenty of space to run around and have fun.

Owners may have both a large and a small dog, and want somewhere they can take both at the same time. This park will allow this.

The Project

With the assistance of the Community Board providing some of the funding the Rangiora Lions Club fundraised and constructed two shelters in the existing parks.

Lions have had nothing except positive comments about those shelters. In 2020 the shelters won the Rangiora Lions Club the "Project of the Year" trophy for Lions in the whole top half of the South Island.

The Lions club is also fully behind the construction of the agility stations. It is a fantastic way to give something back to the community that will provide fun for dogs and put smiles on the faces of many members of the community and their pets.



Designs for the agility stations have been prepared. The users have been consulted with and feedback taken on board.

The result is the need to construct seven "agility stations".

- a) Jumps and hurdles
- b) Zig zag
- c) A-frame
- d) Weave
- e) Raised Walk
- f) Jump hole
- g) Sit Stay platform
- h) Stepping stones
- i) Balancing Beam
- j) Tunnel

EXAMPLES OF FEATURES













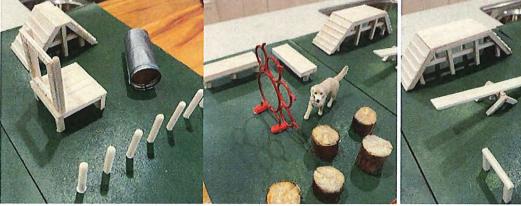








The Rangiora Lions Club and the Friends of the Dog Park have already raised sufficient funds to make this project happen, but more is needed to ensure the result is a high quality and well presented facility.

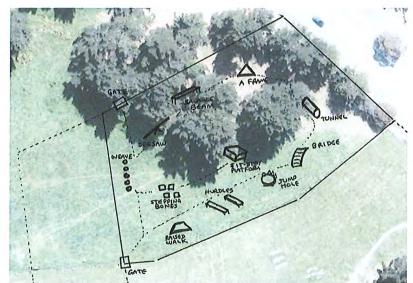




A local Veterinary Centre has kindly agreed to sponsor \$4,000 towards the cost of the materials. That sponsorship, was the catalyst to know this project was going to be achievable. We just now need to raise the balance.

The balance is to be raised from three other sources

- a) Other smaller sponsor donations
- b) The likes of the Community Board funding
- c) The Lions Club charitable trust



Approximate location of agility stations

Based on preliminary sketches, it has been established the cost of materials for the agility stations will be \$6,000. In addition there will be landscaping, paths, additional water supply connections and signage. It is also inevitable in todays world there will be price increases and supply chain issues which will add to the cost. We want to make sure we have enough to do the job properly. If there is surplus, the feedback we have received from the park users have identified a number of additional features we can install that will happily use up any spare funds.

The goal is to raise \$8,000

Funding

The goodwill this project has created in the community has been immense.

Our aim as a club is to make this particular project self-funding. The Rangiora Lions Club raises funds throughout the year for other projects and to give away to the community. The Rangiora Lions Club was chartered in 1963. It celebrates its 60th anniversary next year. The Club is well respected and supported in the local community.

The goal is to ensure this particular project is self-funded. By doing so will enable the Lions Club to continue with its charitable support of the community without diverting any of its usual financial resources. The Lions Club will however top up any shortfall if necessary to ensure this project is completed. The Community Board therefore need have no fear the agility park will not be completed.

It is submitted if the Community Board were to support this application, it would result in a park that the Board can be proud of, and the community it represents enjoy.

It would also bring the total raised to \$4,500, which would be more than sufficient to push the "go" button on this project and start the next stage of construction.



Piper, Ruby and Echo play in the dog park

Humanitarian Considerations.

A large number of New Zealanders own dogs.

The Millton Reserve Dog Park has become a very popular place to exercise and socialise your dog.

Different opportunities for exercise your dog and to socialise them is important. Happy dogs result in a happy and safe community.

The modern world is very indoor based. To get people and their fur babies to go outside and obtain exercise is important to their health and the health of the community. Socialising is also important to the elderly as well. A dog park provides the means for all that to be achieved.



Louie enjoying the Dog Park

The addition of an agility area adjacent to the existing dog parks will enable our community to develop an important asset that will vastly improve the lives of many dogs and people.

The ability to access this grant and fund the balance required from sources outside the Rangiora Lions Club's own project account will also enable the club to continue supporting and assisting our community as it has for the last 60 years.

With your financial help and support, the construction of these agility stations will provide for something tangible which will improve the human and canine welfare of countless people and dogs of Rangiora and North Canterbury.

The results of this project will contribute to the happiness, health and prosperity of our community for years to come. The range of people it will touch is huge and covers all aspects of our community.



Lets join hands and make this happen!





Copy Lions Club of Rangiora Inc resolution to support project

RANGIORA LIONS CLUB BUSNESS MEETING MINUTES

Wednesday 22nd September 2021, 6 Lowe Place, Rangiora, 7pm

PRESENT:

Tini Lawry, Dene Cook, Maureen Hampton, Andrew Cook, Bernie Walls, Rob McLeod, Karen McWha, John Lovell, Simon Tavener

In attendance: Note due to Covid restrictions meeting limited to board but ask all members who want input to provide comments to their VP

Apologies: Aaron Clark

Moved: That apologies be accepted Maureen/Karen

Minutes of the previous meeting (21st July) taken as read. No meeting last month due to lock down. Moved That minutes of the previous (July) meeting be confirmed. Tini/Bernie

CORRESPONDENCE - summary provide in Appendix B

From the list of correspondence, the following important correspondence is summarised below. These being the following motions which were carried.

Sent to board 20th August 2021

Motion 1 - that all payments be made as per the treasurer's report provided in Appendix A of the Agenda for the Rangiora Lions Club's board meeting of 18th August. Dene/ Tini carried

Motion 2 The dog agility park becomes a project of the Lions Club of Rangiora. Lion Quentin De Hamel has authority to apply for grants for funding for the Dog Park Agility Project representing the Lions Club of Rangiora. Dene/ Tini carried

Certificate of Incorporation





Certificate of Incorporation

LIONS CLUB OF RANGIORA NZ INCORPORATED 220151
NZBN: 9429042760559

This is to certify that LIONS CLUB OF RANGIORA NZ INCORPORATED was incorporated under the Incorporated Societies Act 1908 on the 9th day of April 1968

Lions Club of Rangiora Bank Account details

Our Club Projects account number is 02-0876-0022167-02 Put as Particulars: "Dog Park"



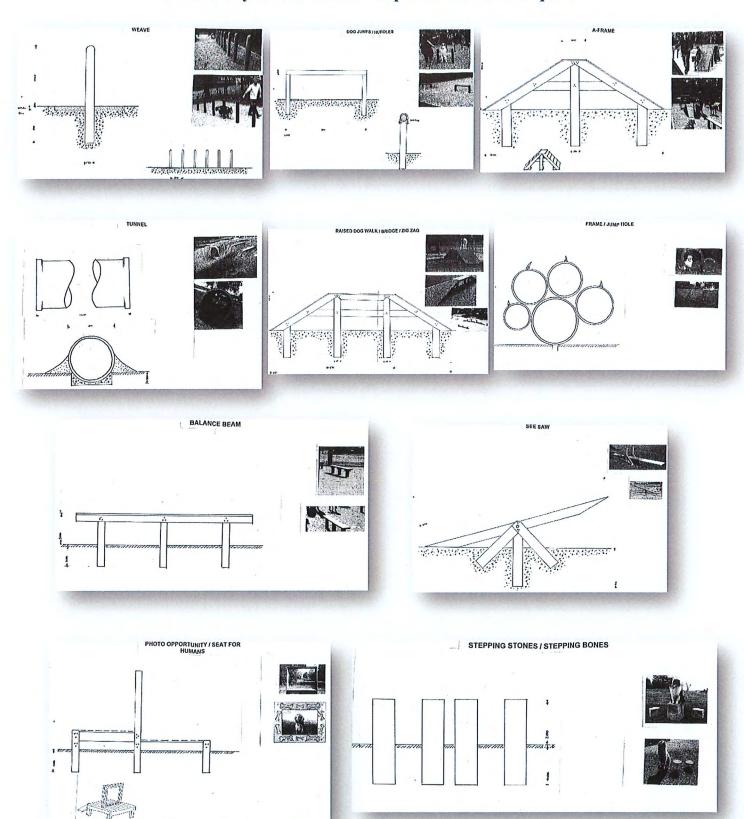
Registrar of Incorporated Societies 25th day of September 2022





TRIM: 221011175761 / GOV-26-11-05

Preliminary Plans - Full A2 Copies available on request







Approximate Pricing guide for Agility Stations

Hurdles	100x100 x 6.4m H3 Timber	\$96
	Round Posts 4m	
Weave / zig zag	Round Posts x 7 H3 Timber	\$308
A Frame	100x100 x 13m H3 Timber	\$748
	50x100 x 8m H3 Timber	
	Ply x 2 Sheets	
Raised Walk	100x100 x 18m H5 Timber	\$1,056
	100x50 x 8m H3 Timber	
	Ply x 2 Sheets	
See saw	100x100 x 10m H3 Timber	\$704
	250x50 x 1 H3 Timber	
Tunnel	Concrete Culvert x 2 x 3m	\$1,000
	Concrete	
Stepping Bones	Oamaru Stone or Ashley River	\$500
	Stones x 6	
Balance Beam	100x100 x12m H3 Timber	\$702
	Ply x 2 Sheets	
Jump Ring	Welded steel Custom Rings	\$500
	Concrete	
Sit Stay Platform	100x100 x 4m H3 Timber	\$1,300
	Kwila Decking x 8m	
Jumps	100x100 x 7m H3 Timber	\$416
Water supply, signage		-
Misc (nails/ gravel / extra		\$500
timbers / stain)		
	Total	\$7,830.00

Notes:

Exact prices are not finalised. We may achieve "discounts" on materials, at trade or less, but any savings will be used to simply upgrade and up-spec the materials and facility. Hire and labour costs are built into the estimates.



Lions Club of Rangiora NZ Inc.
Financial Statements & Annual Return
For the Year Ended 30 June 2021

Lions Club of Ranglora NZ Inc. Financial Statements & Annual Return for the Year Ended 30 June 2021

Entity Information

Name:

Lions Club of Rangiora NZ Incorporated

Motto:

We Serve

Commencement Date:

1 August 1963

Structure:

Incorporated Society

Incorporation Number:

220151

Registered Charity Number:

CC43654

Charitable Registration Date:

19 February 2010

Lions Club of Rangiora Inc Financial Statements & Annual Return for the Year Ended 30 June 2021

Financial Reviewer's Statement

To the readers of the financial statements of the Lions Cub of Rangiora NZ, Incorporated ("the Club") for the year ended 30 June 2021. The financial statements provide information about the past financial performance of the Club and its financial position as at 30 June 2021. This information is stated in accordance with the accounting policies set out on the pages attached to these financial statements.

I have reviewed the accompanying financial statements of the Club for the year ended 30 June 2021. A review includes primarily applying analytical procedures to the Club's financial data and making enquiries of the Club's Treasurer, as the appropriate representative of the Club's Board.

The Club's Board of officers is responsible for the preparation and fair presentation of annual financial statements, in accordance with accounting principles generally accepted in New Zealand; also for designing, implementing, and maintaining internal financial controls relevant to the preparation and fair presentation of the financial statements.

I have not performed an audit of the financial statements as the Club's constitution does not require an audit to be performed. A financial review is substantially less in scope than an audit. Therefore, I am unable to accept any responsibility for the accuracy of the material from which the financial statements have been prepared. Likewise, I am not obliged to express – nor do I express – an audit opinion.

My responsibility is to conduct the review in accordance with standard accounting procedures currently in use in New Zealand. Those standards require me to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. I believe that the results of my procedures provide a reasonable basis for my report.

Based on my review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in New Zealand.

The attached financial statements have been compiled at the request of, and for the use of the Club and therefore I accept no responsibility to any other person or entity that may use these financial statements for any purpose.

I completed my review on 30 September 2021 and my statement is expressed as at that date.

1 Don Giles

Honorary Reviewer 30 September 2021

Lions Club of Rangiora Income and Expenses (Cash Reporting) From 1 July 2020 to 30 June 2021 Admin Account

Cash Income	Notes	2021	2020	Oak Farance	Notes	2021	2020
Membership Income				Cash Expenses			
wethoership income				Membership Expenses			
Hembership Subscriptions				Members District Dues		3.079	3,416
Hembers Tea Meeting Meals		3,763	4,070	Members International Dues		2.399	2.917
Hembers Bar		9.824	6.818	Members Tea Meeting Meal Costs		9,719	7,177
Hernbers Rafte		2.306	1,537	Members Bar Costs		1.532	1,324
Hembers Karne		725	604	Members Raffle Costs		300	300
		513	430	Members Awards		1,955	-
Hembers Clothing Income		1,170	78	Members Badges & Other Member Costs		127	399
Admin. Projects Income				Members Clothing Costs		1.363	-
Cash for Cans Revenue		624	501	Admin. Projects Expenses			
Frewood Sales Revenue		1,100	_	Cash for Cana Costs		346	. 108
				Frewood Costs		200	. 100
Other Income				· · · · · · · · · · · · · · · · · · ·		200	-
Donations - Admin		1,540	2,650	Other Expenses			
Interest Received		5	27	Accounting Software Subscription - MYOB		138	230
PO Box - 1/2 share rental Lioness Cub		-	-	Bank Fees		21	63
Macellaneous Income (Admin)	1	217	2.198	Financial Reviewer Fees		21	5,0
				Miscellaneous Expenses (Admin)	2	897	762
				Postage, Printing & Stationery	•	298	285
				President's Expense Claims		27	200
	-	21,787	40.040	Transmis Expense Comp	_		-
		21,707	18,913			22,411	16,982
Excess Expenses over Income		624		Excess Income over Expenses		-	1,931
	-	22,411	18,913		-	22,411	18.913

-Page 3 -

Lions Club of Rangiora Income and Expenses (Cash Reporting) From 1 July 2020 to 30 June 2021

Projects Account

Š	2021	2020		Note	2021	2020
			Cash Expenses	_		2020
	18.339	15.885			4.571	3,655
	2.725	2 380				161
	910	~				
		1.258			100	1.080
	635	630			520	
	153	100			020	
	502	332				17
	420	-			241	
	2.232	2.750		5		19,704
3	6,778	3.873		Ā		10,104
	36	103	Project Expenses - Leo Club Support		104	
-	32,731	27,361	Total Project Expenses		34.788	24.617
	2,057	-	Excess Income over Expenses		-	2.744
-	34,788	27,361			34.788	27,361
	3	18.339 2.725 910 635 153 502 420 2.232 3 6.778 36 32.731	18.339 15.885 2.726 2.380 910	Cash Expenses Project Expenses - Pig Manure	Cash Expenses Project Expenses - Ashley River Ramble / Fun Run	Cash Expenses 2021

Lions Club of Rangiora
Income and Expenses (Cash Reporting)
From 1 July 2020 to 30 June 2021
RHS Leo Club

ADMIN ACCOUNT	2021	2020	0-	2021	2020
Cash Income Leo Admin Expenses - Meetings & Events Leo-Admin Income - Xmas Cake Sales Leo Admin Income - Miscellaneous Leo Admin Income - Pine Cone Sales Total Admin. Income Excess Expenses over Income	1.410 250 200 1,860	230 230 230	Cash Expenses Leo Admin Expenses - Meetings & Events Leo Admin Expenses - Miscellaneous Leo Admin Expenses - Pine Cone Costs Total Admin, Expenses Excess Income over Expenses	1,021 483 - 1,504 356	70 70 160
PROJECT ACCOUNT	2021	2020		2021	2020
Cash Income Leo Project Income - Pine Cone Sales Leo Project Income - Quiz / Trivia Nights Leo Project Income - Sausage Sizzles Leo Project Income - Donations Received Leo Project Income - Miscellaneous Leo Project Income - Interest Received	60 2,898 317 1,418	143 130 25	Cash Expenses Leo Project Expenses - Pine Cone Costs Leo Project Expenses - Quiz / Trivia Nights Leo Project Expenses - Sausage Sizzles Leo Project Expenses - Donations Made Leo Project Expenses - Miscellaneous	30 3 765	44 66 3 630
Total Project Income	4,693	299	Total Project Expenses	3.795	3,740
Excess Expenses over Income	-	3,441	Excess Income over Expenses	898	_
7 A	4,693	3,740	– Page 5 –	4,693	3,740

Lions Club of Rangiora Balance Sheet As at 30 June 2021

	2021	2020
Asset	\$	\$
Current Assets		
00 Admin Account	8,935	9,559
01 Youth Focus Account	1,536	3,315
02 Projects Account	9,278	9,056
05 Leo Admin Account	754	398
04 Leo Projects Account	1,274	376
25 Bonus Savings Account	7,958	8,458
Cash Float - Meal Money	100	100
Cash Float - Bar Money	50	50
Cash Float - Cash for Cans	150	150
Total Current Assets	30,035	31,462
Net Assets	30,035	31,462
Equity		Y .
Retained surpluses b/fwd from prior years	31,462	30,512
Current year surplus	(1,427)	950
Total Equity	30,035	31,462
Signed:		
T Lawry (President)	J Lovell (Treasurer)	
Dated:		





Lions Club of Rangiora, New Zealand Inc

PO Box 119, Rangiora 7400 Email lions.secretary.rng@gmail.com

9 October 2022

The Governance Team Waimakariri District Council Private Bag 1005 RANGIORA 7440

Dear Sir/Madam,

<u>Application for funding from Rangiora-Ashley Community Board - Dog Park Agility Stations at Millton Reserve Dog Park, Rangiora</u>

On behalf of the Lions Club of Rangiora NZ Incorporated, we attach an application for funding to enable the Rangiora Lions Club, in conjunction with the Friends of the Rangiora Dog Park, to construct agility stations in the land recently put aside by the Council adjacent to the existing dog park at the Millton Memorial Reserve on River Road, Rangiora.

We look forward to a favourable response in due course.

If there is any further information either you or the Community Board require, please let me know.

Kind Regards,

untano to

Maureen Hampton (Rangiora Lions Club President)

Quentin de Hamel (event team leader)

work (03) 313 4010, mobile 021 2383800 or email dehamel@outlook.com



			2021/22 = \$9,870 = carry forwards \$7,100 Total \$16,970				\$ 16,970.00
	14-Jul	Southbrook School Board Trustees	Purchase of whiteboard tables	5-Jul-22	\$500	\$500	
	14-Jul	Cust-West Eyerton Playcentre	Hiring the Birdlife Production	14-Sep-21	\$250		\$ 16,220.00
	11-Aug	Returned as event cancelled Waimakariri Older Person's Expo Committee	Older Person's Expo		\$500		\$ 15,720.00
	11-Aug		Installation of RCD unit at power board	17-Feb-22	\$500	\$500	\$ 15,220.00
	11-Aug	Returning as event cancelled Ashley Playcentre	Re-bark the play area		\$500	\$500	
	11-Aug		Drum sticks and refurbish side drums		\$500	\$500	
	8-Sep	i i			,	, 111	
	13-Oct		Delivery of the Healthy Harold Programme	4-Jul-22	\$500	\$500	\$ 13,720.00
	13-Oct	North Canterbury Swim Club	Best time ribbons		\$1,116	\$500	\$ 13,220.00
Rangiora-Ashley	10-Nov	Nil					
Community Board 10.137.100.2410	8-Dec	Rangiora Community Patrol	Patrol car maintenance		\$500	\$500	\$ 12,720.00
	8-Dec	Soroptimist of North Canterbury	advertising	4-Feb-22	\$500	\$500	\$ 12,220.00
	9-Feb	declined North Canterbury Pride	picnic in Victoria Park		\$250	\$0	\$ 12,220.00
	9-Mar		towards hall hire, storage and Player of the day trophies		\$500	\$512	
	13-Apr		towards hosing monthly support group		\$ 800.00		
	13-Apr	Rangiora Cricket Club	towards purchase of cricket balls	18-May-22	\$496	\$496	\$ 11,212.00
	13-Apr	Cust & Districts Historical records society	Towards having historic booklet scanned and printed		\$665	\$665	\$ 10,547.00
	11 84		towards hosing monthly support		\$ 800.00	\$ E00	\$ 10.047.00
	·		group towards hire of St John ambulance for event		\$ 800.00 \$500	\$500 \$500	
	II IVIQY	- Samuel Sily Glob	Towards soil and equipment for		ψοσο	ψ500	5,5-11.00
	8-Jun	North Loburn School	garden to table		\$486	\$486	\$ 9,061.00 Ashley Playcentre returning grant of \$500



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

- 8
- 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 2022 to June 2023) but the group can apply up to twice in that year, providing it is for different projects.
- The grant funding is limited to projects within the Board area or primarily benefiting the residents of the ward.
- Applications will only be accepted from non-profit community-based organisations, registered charities or incorporated societies.
- · Priority is to be given to groups with strong links with the 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.

WAIMAKARIRI DISTRICT COUNCIL

REPORT FOR DECISION

FIL	E NO	and TRIM NO:	GOV-26-11-06 / 221129206056	
REI	PORT	TO:	RANGIORA-ASHLEY COMMUNITY BO	DARD
DA ⁻	TE OF	MEETING:	14 December 2022	
AU'	THOR	(S):	Thea Kunkel, Governance Team Leade	PT .
	BJECT		Appointments to Advisory Groups and 0	Outside Organisations
(for	Report	s to Council, s or Boards)	Department Manager	Acting Chief Executive
1.	SUN	<u>IMARY</u>		
	1.1	(the Board) re	f this report is to consider appointments or presentatives (or liaison people) to Advis within the community.	
	<u>Attac</u>	chments:		
	i.	List of Advisory	Groups, Working Groups and Outside Or	ganisations.
2.	REC	OMMENDATIO!	<u> </u>	
	THA	T the Rangiora- <i>I</i>	Ashley Community Board:	
	(a)	Receives repo	rt No. 221129206056.	
	(b)		appointment of Board Memberto North Canterbury Neighbourhood Sup	
	(c)		appointment of Board Memberto Waimakariri Health Advisory Group.	as the Board representative and
	(d)		appointment of Board Memberto GreyPower North Canterbury.	as the Board representative and
	(e)		appointment of Board Memberto Waimakariri Access Group.	as the Board representative and
	(f)		appointment of Board Memberto Rangiora and Districts Early Records S	
	(g)		appointment of Board Memberto Cust and District Historical Records So	
	(h)		appointment of Board Memberto Keep Rangiora Beautiful.	as the Board representative and
	(i)		appointment of Board Memberto Southbrook Sports Club.	as the Board representative and
	(j)		appointment of Board Memberto Southbrook Reference Group.	as the Board representative and

- (k) **Approves** the appointment of Board Member as the Board representative and liaison person to Southbrook Road Improvements Working Group.
- (I) **Approves** the appointment of Board Member as the Board representative and liaison person to Southbrook School Travel Plan Working Group.
- (m) **Approves** the appointment of Board Member as the Board representative and liaison person to Friends of Rangiora Town Hall.
- (n) **Approves** the appointment of Board Member as the Board representative and liaison person to Fernside Hall Advisory Group.
- (o) **Approves** the appointment of Board Member as the Board representative and liaison person to Cust Community Centre Advisory Group.
- (p) **Approves** the appointment of Board Member as the Board representative and liaison person to Cust Domain Advisory Group.
- (q) **Approves** the appointment of Board Member as the Board representative and liaison person to Loburn Domain Advisory Group.
- (r) **Approves** the appointment of Board Memberas the Board representative and liaison person to the Central Rural Drainage Advisory Group.
- (s) **Approves** the appointment of Board Memberas the Board representative and liaison person to the Water Races Advisory Group.
- (t) **Approves** the appointment of Board Memberas the Board representative and liaison person to the Ohoka Mandeville Drainage Advisory Group.
- (u) **Notes** that an appointment to the Hurunui District Council Ashley Rural Water Scheme Management Committee will occur at a later date.

3. BACKGROUND

- 3.1 Appointments to outside Committees, Advisory Groups, and organisations were deemed to be discharged following the 8 October 2022 elections. Therefore, at the beginning of each electoral term, Board members are appointed to various outside Committees, Advisory Groups, and organisations to continue strong relationships between the Community Board and organisations.
- 3.2 At the Council meeting of 6 December 2022, the Council authorised the Board to appoint representatives or liaison people to various outside organisations and/or groups.

4. **ISSUES AND OPTIONS**

4.1. Many community groups have a long association with the Council and Community Boards. Board members appointed the outside organisations will be expected to act as a liaison between these organisations and the Board. Community Board members will therefore be expected to attend meetings and other functions of these organisations to convey matters that may interest the groups, such as Annual Plan consultations and possible Discretionary funding. Board members will also be expected to report back to the Board on the activities and concerns of the groups.

- 4.2. Board representatives are not considered executive members of the groups/organisations and generally do not hold voting rights at their meetings (often due to the groups' constitutional rules).
- 4.3. Some groups, such as the North Canterbury Neighbourhood Support Group, meet monthly, while others may meet on an 'as required basis''. Some groups wish Board representatives to attend regularly, while others are happy with AGM and six-monthly attendance to keep in touch. It is important to have a point of contact should matters arise that groups wish to bring to the attention of the Board or Council. The required commitment should therefore be considered when appointing representatives to organisations.
- 4.4. The Council has an advisory group for each of the six rural drainage areas in the District. These groups' representation is also reviewed following each triennial election. A Board representative needs to be appointed to the rural drainage groups within the Board's geographical area, for the Rangiora-Ashley Community Board, it will be the Central Rural Drainage and the Water Races Advisory Groups.

4.5. Implications for Community Wellbeing

There are no implications on community wellbeing by the issues and options that are the subject matter of this report. This report does not preclude various community groups from seeking a Board representative appointment as a liaison person if they so wish to request, or other groups being endorsed during the term. These will be handled on an 'as required' basis.

4.6. 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. However, representatives of the Rūnanga serve on various community groups and organisations and will be informed of any changes as they become known.

5.2. Groups and Organisations

Many community groups and organisations have a long association with the Rangiora-Ashley Community Board. The Board works actively with community groups and organisations for the betterment of the community.

5.3. Wider Community

See above.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

- 6.1.1 There are no financial implications of the decisions sought by this report. Representing the Board on outside Committees, Advisory Groups, and organisations are covered through existing Operational Budgets.
- 6.1.2 No additional remuneration is provided for representing the Board on outside Committees, Advisory Groups, and organisations, as that is considered part of an elected member's regular duty.

6.2. Sustainability and Climate Change Impacts

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

6.3. Risk Management

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

6.4. Health and Safety

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

7. CONTEXT

7.1. Consistency with Policy

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

7.2. Authorising Legislation

Local Government Act 2002 – schedule 7, part 1, clauses 30 and 31.

7.3. Consistency with Community Outcomes

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

7.4. Authorising Delegations

Council Delegation SD-M1041.

RANGIORA-ASHLEY C	RANGIORA-ASHLEY COMMUNITY BOARD				
ORGANISATION / GROUP	DATE	TIME	VENUE		
North Canterbury Neighbourhood Support The NCNS works closely with the NZ Police and other community organisations to send localised, up-to-date information to households in the Waimakariri District during emergencies.	Meets 3 rd Thursday of the month	9.15am	Kaiapoi Library		
Waimakariri Health Advisory Group The WHAG was established in 2004, and members currently represent a crosssection of 12 health sectors and two Primary Health Organisations. Their role is to provide advice to the Waimakariri District Council on health issues, to be a forum where health needs are discussed and to progress shared solutions and approaches across the district.	Meets 1st Tuesday of every second the month	6pm	Rangiora Heath Hub		
GreyPower North Canterbury Grey Power is an advocacy organisation promoting the welfare and wellbeing of all those citizens in the 50-plus age group. Grey Power is dedicated to the welfare, interests and concerns of the many people who are over 50 years and is a neutral but assertive voice of influence in the political arena with no party-political affiliation.	Meets 1st Tuesday of the month	1.30pm	Rangiora RSA		
Waimakariri Access Group Thirteen years ago, several locals, concerned about the needs of those with mobility issues, met to form a group to run events to highlight these needs. The promotions were run in all main centres under Wheel Show Em'. These events caused several changes to be made by both the Council and local businesses. Since then, the group has become more formalised and is now an advisory group to the Council.	Meets 2nd Thursday of the month	10am	Rangiora Service Centre		
Rangiora and Districts Early Records Society The Society works for the preservation of caring for the Rangiora Museum and local archives. In addition, the Society aims to preserve records and artefacts of Rangiora and the surrounding area.	Meets 3 rd Thursday of the month	7pm	Rangiora Museum		

RANGIORA-ASHLEY	RANGIORA-ASHLEY COMMUNITY BOARD				
ORGANISATION / GROUP	DATE	TIME	VENUE		
Cust and District Historical Records Society Inc The Society Inc collects comprehensive memorabilia and records of the District's families, clubs, and organisations. In addition, the Museum has an extensive photographic collection and welcomes family researchers.	Meets when required				
Rangiora Promotions Association RPA is focused on promoting and developing Rangiora as an attractive and thriving community offering a desirable lifestyle for businesses, residents, and visitors.	Meets 2nd Tuesday of the month	5.30pm	Rangiora RSA		
Keep Rangiora Beautiful KRB is a Keep New Zealand Beautiful branch, and its objective is to work with stakeholders to keep Rangiora beautiful. One of the Groups projects is to keep Victoria Park looking beautiful.	Meets the last Tuesday of the month	4.30pm	Rangiora Service Centre		
Southbrook Sports Club The Southbrook Sports Club is a large public park in Southbrook, where several sports and leisure clubs are based. They aim to promote and encourage sports, recreational games, and all forms of social activity affiliated with the Club.	Meets when required				
Southbrook Reference Group To provide community input on the Long-Term Strategy for improving traffic flow, traffic safety, pedestrian safety, access to business and residents, public transport, and cycling facilities on or around Southbrook Road.					
Southbrook Road Improvements Working Group To provide community input to the Utilities and Roading Committee, firstly on the current traffic light proposal, and secondly on a Long-Term Strategy for improving traffic flow, traffic safety, pedestrian safety, access to business and residents, public transport, and cycling facilities on or around Southbrook Road.	Meets bi-monthly	Working hours	Rangiora Service Centre		

RANGIORA-ASHLEY	COMMUNITY BOARD		
ORGANISATION / GROUP	DATE	TIME	VENUE
Southbrook School Travel Plan Working Group To provide: Southbrook School input to the required actions to implement the School Travel Plan as recommended by Abley Transportation Consultants.			
 An opportunity for both the Southbrook School and Council Staff to provide updates on progress relating to identified actions within the School Travel Plan 			
Friends of Rangiora Town Hall The Friends of Rangiora Town Hall is a local community group who promotes the Rangiora Town Hall and who strives to get the best use of this iconic facility.	Meets when required		
Fernside Hall Advisory Group	Meets when required		
Cust Community Centre Advisory Group	Meets when required		
Cust Domain Advisory Group	Meets when required		
Loburn Domain Advisory Group	Meets when required		
Central Rural Drainage Advisory Group	Meets three times a year Feb/Mar, May/Jun and Sep/Oct	7pm	Rangiora Service Centre
Water Races Advisory Group	Meets three times a year Feb/Mar, May/Jun and Sep/Oct	7.30pm	Rangiora Service Centre
The Community Centre/Hall Advisory Groups provide local input of	n how local facilities meet the c	ommunity's needs r	now and into the future.
The Domain/Reserve Advisory Groups provide local input into the the district and assist with implementing management plans.	ongoing operational manageme	ent of the various do	mains and reserves with
Rural Drainage Advisory Groups - These groups provide local know They advise the Council on maintenance and development and ma works. The groups typically cover the rural areas of the district where	ke recommendations on annua	I budgets and the r	monitoring of maintenand

CHAIRPERSON'S REPORT

For October and November 2022

	CHAIRPERSON'S DIARY
Date	Events attended
Thursday 27 October	Rangiora-Ashley Community Board Inaugural meeting
Monday 31 October	Safety Awareness Training for elected members.
Tuesday 1 November	Rangiora Promotions Board meeting.
Wednesday 2 November	IT Training for Community Board Chairpersons.
Thursday 3 November	Meeting regarding the Southbrook Pavilion.
Tuesday 8 November	Agenda discussion and Board prep meeting.
Wednesday 9 November	Rangiora-Ashley Community Board meeting.
Thursday 17 November	Meeting with Trevor Wright, and Greenspace Team.
Friday 18 November	District Bus Tour for elected members.
Wednesday 23 November	District Licencing Committee Training. Rangiora Promotions' Sponsors night.
Friday 25 November	Rangiora Promotions' Fireworks and Outdoor Cinema.
Monday 28 November	Southbrook Road Working Party meeting.
Wednesday 30 November	District Licencing Committee Training.

Jim Gerard Chairperson Rangiora-Ashley Community Board

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