

MINUTES FOR THE MEETING OF THE WOODEND-SEFTON COMMUNITY BOARD HELD AT THE WOODEND COMMUNITY CENTRE, SCHOOL ROAD, WOODEND ON MONDAY 13 JULY 2026 AT 5.30PM.

PRESENT

M Paterson (Chairperson), A Thompson (Deputy Chairperson), B Cairns, J McLachlan, S Powell and P Stone.

IN ATTENDANCE

T Bartle and P Redmond (Kaiapoi-Woodend Ward Councillors)

K LaValley (General Manager Planning Regulation and Environment), K Howat (Parks and Facilities Team Leader), T Kunkel (Governance Team Leader) and C Fowler-Jenkins (Governance Support Officer).

There were four members of the public present.

1 APOLOGIES

Moved: M Paterson

Seconded: B Cairns

THAT the Woodend-Sefton Community Board:

- (a) **Receives** and **sustains** an apology for leave of absence be received and sustained from M Potter.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts declared.

3 CONFIRMATION MINUTES

3.1 Minutes of the Woodend-Sefton Community Board Meeting – 8 June 2026

Moved: S Powell

Seconded: P Stone

THAT the Woodend-Sefton Community Board:

- (a) **Confirms**, as a true and accurate record, the circulated Minutes of the Woodend-Sefton Community Board meeting held on 8 June 2026.

CARRIED

3.2 Matters Arising (from Minutes)

There were no matters arising.

3.3 Notes of the Woodend-Sefton Community Board Workshop – 8 June 2026

Moved: P Stone

Seconded: B Cairns

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the circulated Notes of the Woodend-Sefton Community Board Workshop held on 8 June 2026.

CARRIED

4 DEPUTATIONS AND PRESENTATIONS

Nil.

5 ADJOURNED BUSINESS

Nil.

6 REPORTS

6.1 Brook Wilson Memorial Seat Proposal Gladstone Park – K Howat (Parks and Facilities Team Leader)

K Howat spoke to the report, noting it sought approval to install a memorial seat at Gladstone Park.

There were no questions from elected members.

Moved: P Stone

Seconded: A Thompson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 260420099427.
- (b) **Approves** the installation of a memorial seat at Gladstone Park (and plaque) in memory of Brook Wilson, with installation and purchase costs met by the Wilson family.
- (c) **Notes** the ongoing operational cost of the seat and the plaque would be the responsibility of Council, although this specific asset would not require additional operational cost and would be covered under existing budgets.

CARRIED

P Stone commented that her family had a memorial seat at Waikuku Lagoon for her father and she understood how valuable such seats could be for families, particularly on anniversaries and birthdays. She was happy to support the family's request and was pleased that a suitable location had been identified for the seat.

A Thompson was pleased to support the motion.

6.2 Woodend-Sefton Community Board's 2026/27 Discretionary Grant Fund and 2026/27 General Landscaping Budget – T Kunkel (Governance Team Leader)

T Kunkel spoke to the report, advising that it was the annual report outlining the Board's General Landscaping and Discretionary Grant allocations for the 2026/27 financial year. She noted that the Board had previously been advised that the discretionary grant fund would not be carried over from the 2025/26 financial year; however, following discussions between the Chief Executive and Council, it had been confirmed that the fund would now be carried forward.

S Powell expressed a concern that some of the Discretionary Grant Fund Criteria conditions appeared to be inconsistent. She noted that it was particularly helpful when applicants provided details of project budgets and estimated costs. It also assisted the Board's decision-making if there was a clear understanding of how the grant funding would be spent. S Powell observed that while the guidance indicated this information would be helpful to the Board, it was not stated as a mandatory requirement. She further noted that

applicants frequently did not complete the section relating to other sources of funding received and suggested that this information should be made compulsory.

Responding to a question from T Bartle, T Kunkel confirmed that the Discretionary Grant Fund Application Forms were standard across all Community Boards. The only variation was that the Rangiora-Ashley Community Board's funding limit was \$1,000 per application rather than \$750.

B Cairns suggested organisations should be required to declare the expected income from ticket sales for events.

Moved: S Powell

Seconded: J McLachlan

THAT the Woodend-Sefton Community Board:

- (a) **Receives** Report No. 260527125138.
- (b) **Notes** that the Board's General Landscaping Budget allocated by the Council for 2026/27 is \$15,120, with a carry forward from the previous financial year to be reported back in September 2026.
- (c) **Notes** that the Board's Discretionary Grant Funding allocated by the Council for the 2026/27 financial year is \$7,200.
- (d) **Approves** the Board's Draft Discretionary Grant Fund Application Criteria and Application Form (Trim: 210603089821).
- (e) **Approves** the Board's Draft Discretionary Grant Accountability Form (Trim: 210603089895).
- (f) **Approves** that Discretionary Grant Fund applications be considered at each meeting during the 2026/27 financial year (July 2026 to June 2027).

CARRIED

6.3 **Application to the Woodend-Sefton Community Board's 2026/27 Discretionary Grant Fund** – T Kunkel (Governance Team Leader)

T Kunkel spoke to the report, noting that the Hope Community Trust had applied for funding to purchase shelving. She advised that the Trust provided food parcels to the community and, following incidents where donated food had gone missing, had identified a need to store donations securely. The application was noted as meeting the Board's funding criteria.

S Powell noted that the amount requested in the application was \$944, whereas the report recommended funding of \$472. T Kunkel advised that the applicant had been informed that it was unlikely the full amount would be granted and had subsequently been asked what reduced amount they would be prepared to accept. The applicant had advised that \$472 would be acceptable.

Moved: S Powell

Seconded: A Thompson

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 260525122846.
- (b) **Approves** a grant of \$472 to the Hope Community Trust towards heavy-duty shelves to store donated food for food parcels.

CARRIED

S Powell commented that the Hope Community Trust provided significant benefits to the community and delivered an important service to many local residents. She considered the application to be a worthwhile use of the Board's Discretionary Grant funding.

B Cairns noted his involvement with the Hope Community Trust and highlighted the wide range of community services it provided. He advised that the Trust operated a food forest and the Hunters for Hope initiative, through which venison mince was distributed to members of the community. B Cairns further noted that the Trust hosted community meals each Wednesday evening, serving approximately 90 to 100 people. He remarked that the food bank was only one aspect of the Trust's broader contribution to supporting the community.

6.4 **Ratification of the Woodend-Sefton Community Board's Submission on Environment Canterbury's Public Transport Network Review – T Kunkel (Governance Team Leader)**

T Kunkel took the report as read, and there were no questions from elected members.

Moved: M Paterson

Seconded: S Powell

THAT the Woodend-Sefton Community Board:

- (a) **Receives** report No. 260630152888.
- (b) **Retrospectively ratifies** its submission to Environment Canterbury's Public Transport Network Review (Trim: 260610134673).

CARRIED

7 **CORRESPONDENCE**

Nil.

8 **CHAIRPERSON'S REPORT**

8.1 **Chairperson's Report for June 2026**

Moved: M Paterson

Seconded: J McLachlan

THAT the Woodend-Sefton Community Board:

- (a) **Receives** the report from the Woodend-Sefton Community Board Chairperson (Trim: 260707162293).

CARRIED

9 **MATTERS FOR INFORMATION**

- 9.1. Oxford-Ohoka Community Board Meeting Minutes 3 June 2026.
- 9.2. Rangiora-Ashley Community Board Meeting Minutes 10 June 2026.
- 9.3. Kaipoi-Tuahiwi Community Board Meeting Minutes 15 May 2026.
- 9.4. Rangiora Airfield Governance Review 2026 – Report to Council Meeting 2 June 2026 – Circulates to all Boards.
- 9.5. Section 155 Assessment of proposed Public Spaces Bylaw – Report to Council Meeting 2 June 2026 – Circulates to all Boards.
- 9.6. Closed Circuit Television and Other Recording Devices Policy – Report to Council Meeting 2 June 2026 – Circulates to all Boards.

- 9.7. Health, Safety and Wellbeing Report April 2026 to May 18 2026 – Report to Council Meeting 2 June 2026 – Circulates to all Boards.
- 9.8. Adoption of the Annual Plan 2026/27 – Report to Council Meeting 16 June 2026 – Circulates to all Boards.
- 9.9. Enterprise North Canterbury (ENC) 2025/26 Approved Statement of Intent (SOI) and Associated Business Plan – Report to Audit and Risk Committee Meeting 16 June 2026 – Circulates to all Boards.
- 9.10. Aquatics June Update – Report to Community and Recreation Committee Meeting 16 June 2026 – Circulates to all Boards.
- 9.11. Libraries Update to June 2026 – Report to Community and Recreation Committee Meeting 16 June 2026 – Circulates to all Boards.

Moved: M Paterson

Seconded: P Stone

THAT the Woodend-Sefton Community Board:

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

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

J McLachlan

- Noted that the Board's Facebook page was experiencing low engagement and was not achieving significant reach within the community.

T Bartle

- Attended the Matariki weekend celebrations in Kaiapoi and noted the event was very well attended. The firework display was particularly impressive, and the event was considered a positive and successful community occasion.

S Powell

- Attended the Stock Movement Bylaw drop-in session at the Woodend Community Centre. Feedback from attendees had been positive, with participants appreciating the opportunity to discuss with staff how the proposed bylaw might affect stock movements across roads and to explain current practices from both public and farming perspectives. She noted that the hearings had been postponed until later in the year.
- Attended the opening of the Courtenay Drive Elderly Persons Housing Development and feedback from attendees was very positive.
- Attended the first Cultural Training Workshop delivered by Te Ngāi Tūāhuriri, which had been available to Councillors and Community Board Chairs.
- Attended meetings and workshops relating to the Head Start Pathway project. She advised that public consultation had been undertaken, with the majority of respondents expressing support for a North Canterbury Unitary Council together with the Hurunui and Kaikōura District Councils. She noted that the Head Start drop-in sessions had been very well attended, including a session in Woodend that was added following requests from herself and local residents. Approximately 250 people attended the four sessions.
- Like other members, she had received feedback regarding the limited consultation undertaken in relation to the proposed Youth Space in Pegasus. She noted that the consultation process had not yet closed.
- Reported attending the Pegasus Monthly Cuppa, where Mandy from the Waimakariri Timebank had been the guest speaker. She also spoke on the results of the Head Start consultation.

- Advised that the Waikuku Beach post boxes would remain in place for the time being. New Zealand Post would continue investigating alternative options for mail delivery at Waikuku Beach. She noted that she had been advocating to New Zealand Post for the installation of street mail receivers in Pegasus and Ravenswood.
- Noted that the Council had adopted the Youth Action Plan at its meeting on 7 July 2026 and that an implementation plan was currently being developed.
- A new Local Transport Flyer was now available and was being distributed throughout the district.
- Reported that New Zealand Sign Language sessions were being held at the Rangiora Library on the last Friday of each month from 11.00am to 12.00pm. She noted that the inaugural session in June had been extremely well attended and provided a relaxed and welcoming environment for beginners wishing to practice New Zealand Sign Language.
- The Waimakariri Access Group Annual General Meeting would be held on 13 August 2026 at the Council Chambers in Rangiora, with morning tea commencing at 10.00 am and the meeting beginning at 10.30am.

B Cairns

- Reported on the activities of the Sterling Emergency Hub, noting that community volunteers were undertaking training exercises and educating others on how to prepare for natural disasters, including where to go and what actions to take in an emergency.
- Highlighted the range of Matariki events held across the Waimakariri District:
 - Kaiapoi Promotions hosted kite-making workshops, kapa haka performances and other activities at the Kaiapoi Club, followed by a kite-flying display at Murphy Park.
 - Karl Howarth had organised a ticketed light show and a free community event at neighbouring Norman Kirk Park in Kaiapoi, featuring a variety of entertainers and fireworks displays on both Friday and Saturday evenings. All events had been well attended, with an estimated 10,000 to 15,000 people attending the Norman Kirk Park celebrations.
- Rangiora High Street retailers had organised a two-week Mid-Winter Festival, featuring workshops, sales events, free movie nights and a range of other activities.
- Oxford Promotions successfully delivered its Winter Lights event, with mailboxes, shops and homes illuminated throughout the township. The programme included arts and crafts, roller skating, observatory tours, a movie night, a hāngī and various other community activities.
- The Kaiapoi Art Expo and the Winter Festival hosted by Blackwells were expected to attract approximately 5,000 visitors to Kaiapoi.
- Reported meeting with members of the New Zealand Motor Caravan Association to discuss a potential biking event proposed for March 2027. He advised that participants would camp on regeneration-zoned land and travel on cycling trails throughout the district each day.
- Attended the Welcoming Communities signing ceremony for Level One accreditation.
- Following the opening of the Elder Persons Housing development, vegetable seedlings and strawberry plants had been sourced and planted in raised garden beds with assistance from residents.
- The Pegasus Community Centre Working Group had continued discussions on fees and charges, including ongoing consideration of wedding venue hire fees.
- Reported attending the Pegasus Monthly Cuppa, where a representative from the Waimakariri Timebank and Councillor Powell were guest speakers.
- Attended a Food Forest meeting with Vicki Buck, who was exploring the establishment of a food forest initiative in Christchurch.
- The Woodend Pegasus Food Forest had organised a significant supply of mulch and was working with the Woodend Lions Club to hold a working bee on 19 July 2026.

- Reported attending the Kaiapoi Food Forest Annual General Meeting, where discussions focused on increasing maintenance standards and encouraging greater volunteer involvement due to difficulties in securing funding.
- Attended a joint meeting between the Waimakariri District Council and Environment Canterbury regarding earthworks in the Pines Beach and Kairaki Beach areas.
- Attended a planting day at the Ōhoka Esplanade Reserve, noting that attendance had been low due to wet weather.
- Planning for the Rangiora Town Hall celebrations was progressing well, with significant work being undertaken to organise performers, tours and the collection of historical images. The celebrations were scheduled for the weekend of 5 September 2026.
- Attended Cultural Training workshop facilitated by Ngāi Tahu.
- Provided an update from the Community and Recreation Committee:
 - Noting the adoption of the Youth Action Plan and a suite of safety management and operational manuals for Rangiora Airport.
 - Usage of the Aquatic Centres was approximately 8% lower than the previous year due to maintenance-related closure of the Dudley Pool. However, revenue had exceeded expectations as a result of successful learn-to-swim programmes. An overall customer satisfaction rating of 97% had been achieved.
 - Libraries had recorded their highest-ever holiday attendance figures and delivered approximately 1,200 events annually.
- Provided an update from the Road Safety Working Group, which continued to meet regularly with roading staff, transport operators, road safety educators, Students Against Dangerous Driving (SADD), the Automobile Association (AA) and other interested parties.
- A Rating Review Working Group was considering the current rating system and investigating whether a fairer and more effective approach could be developed.
- Attended Head Start meetings and workshops, noting that the Council consultation results had shown majority support for amalgamation with the Hurunui and Kaikōura District Councils. He advised that those councils remain in the consultation phase. The Head Start community feedback sessions were well attended across the district.
- Attended an Events Plan meeting, where discussions focused on how best to support event organisers and community events.
- Attended Food Secure meetings in Pines Beach and Amberley. Discussions focused on food resilience initiatives, food citizenship and improving food security across the district. Participants had expressed the view that access to food should be considered an essential service, alongside services such as water and transport infrastructure.
- Attending the regular monthly meeting of the Kaiapoi RSA, where consideration was being given to discontinuing the mobility scooter hire service.
- Attended the Waimakariri Community Arts Annual General Meeting. He noted that the organisation managed both Kaiapoi Art on the Quay and the Chamber Gallery.
- North Canterbury Neighbourhood Support was progressing through a new governance structure following its transition to charitable trust status.
- Attended the Enterprise North Canterbury funding meeting, where funding applications were considered for three Matariki events, the Oxford "Go Dark" school event, North Canterbury Wearable Arts, the Rangiora Book Fair, the Rose Show and a Riding and Arts Trail event.
- The Council had reviewed the Parking Bylaw. Questions were raised regarding several clauses, particularly those relating to parking on berms, and these matters would be referred to the Hearings Committee for further consideration and possible amendment.
- Attended the NOAIA Graduation ceremony, celebrating students who had completed their studies, many of whom were progressing into employment opportunities.

11 CONSULTATION PROJECTS

11.1 Draft CCTV and Other Recording Devices Policy

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

Consultation closed on Monday 20 July 2026.

11.2 Waimakariri Youth Council Future Voices Survey

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

11.3 Pegasus Youth Space – Design

<https://letstalk.waimakariri.govt.nz/pegasus-youth-space-options>

The Board noted the consultation projects.

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 1 July 2026: \$12,724.

12.2 General Landscaping Budget

Balance as at 1 July 2026: \$15,120, with carry forward from the previous financial year to be reported in September 2026.

The Board noted the funding update.

13 MEDIA ITEMS

Nil.

14 QUESTIONS UNDER STANDING ORDERS

Nil.

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

16 NEXT MEETING

The next meeting of the Woodend-Sefton Community Board was scheduled for 5.30pm, Monday 10 August 2026 in the Woodend Community Centre.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 6:05PM.

CONFIRMED

Chairperson

Date