

Agenda

Kaiapoi-Tuahiwī Community Board

Monday 21 September 2026

5pm

Kaikanui Room
Ruatanīwha Kaiapoi Civic Centre
176 Williams Street, Kaiapoi

Members:

Jackie Watson (Chairperson)

Russell Keetley (Deputy Chairperson)

Tim Bartle

Abbie Campbell

Henrietta Carroll

Philip Redmond

Sandra Stewart



WAIMAKARIRI
DISTRICT COUNCIL

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AGENDA FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD TO BE HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI ON MONDAY 21 SEPTEMBER 2026 AT 5PM.

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

	<u>BUSINESS</u>	PAGES
1	<u>APOLOGIES</u>	
2	<u>CONFLICTS OF INTEREST</u>	
3	<u>CONFIRMATION OF MINUTES</u>	
3.1	<u>Minutes of the Kaiapoi-Tuahiwi Community Board – 17 Augst 2026</u>	9-16
	<i>RECOMMENDATION</i>	
	THAT the Kaiapoi-Tuahiwi Community Board:	
	(a) Confirms the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 17 August 2026, as a true and accurate record.	
3.2	<u>Matters Arising (From Minutes)</u>	
4	<u>DEPUTATIONS AND PRESENTATIONS</u>	
	Nil.	
5	<u>ADJOURNED BUSINESS</u>	
5.1	<u>Application to the Kaiapoi-Tuahiwi Community Board's 2026/27 Discretionary Grant Fund – Thea Kunkel (Governance Team Leader)</u>	17-36
	<i>RECOMMENDATION</i>	
	THAT the Kaiapoi-Tuahiwi Community Board:	
	(a) Receives report No. 260915279972.	
	(b) Approves a grant of \$..... to the North Canterbury Dive Club Inc. towards its 50 th Anniversary celebrations.	
	OR	
	(c) Declines a grant to the North Canterbury Dive Club Inc.	

6 REPORTS

6.1 Request to Approve No-Stopping Restrictions on Courtenay Drive – Nithin Puthupparambil (Transportation Engineer) and Joanne McBride (Roding and Transport Manager)

37-41

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 260722177126.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities and Roding Committee:

- (b) **Approves** installation of an additional length of 18m of No-Stopping restrictions on the north side of Courtenay Drive, from the end of the existing No-Stopping restriction to the driveway to no. 104 Courtenay Drive.
- (c) **Notes** that targeted consultation was undertaken with the two adjacent properties regarding the proposed No-Stopping restrictions on Courtenay Drive, and that positive feedback was received.

6.2 Approval of Consultation on Mobility Parking Programme – Nithin Puthupparambil (Transportation Engineer) and Joanne McBride (Roding and Transport Manager)

42-52

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 260625151099.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the District Planning and Regulatory Committee:

- (b) **Approves** targeted consultation on the establishment of one new mobility park in the Kaiapoi town centre and the change in applicability of mobility parks to 24 hours, 7 days/week.
- (c) **Notes** that a similar targeted consultation will be undertaken for the Rangiora town centre.
- (d) **Notes** that three (3) mobility parks on Charles Street, Kaiapoi, identified in this programme, have been already upgraded as part of a previous project.

6.3 Relocation of Bus Stop – Williams Street – Kieran Straw (Civil Project Team Leader) and Joanne McBride (Roding and Transport Manager)

53-61

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 260825251301.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities and Roding Committee:

- (b) **Approves** the relocation of existing Bus Stop No. 13811 (northbound) to locate opposite No. 414 Williams Street.

- (c) **Approves** the relocation of existing Bus Stop No. 42260 (southbound) to locate at the southern boundary of No. 414 Williams Street.
- (d) **Notes** that as per Section 339 of the Local Government Act 1974, all impacted properties have been consulted on the relocation of the bus stop, and installation of the proposed bus shelter and that minor changes to the exact location were made as a result of this consultation.
- (e) **Notes** that Environment Canterbury have been consulted on the proposal, and they have no concerns.
- (f) **Notes** that should the recommendations of this report be approved, staff will proceed with the relocation of the bus stops, and the installation of the concrete foundation slab for the proposed bus shelter within the 2026 / 27 year, but that the installation of the shelter will not proceed until the 2027 / 28 year.

6.4 **Liberty Swing Project – Grant Stephens (Design and Planning Team Leader) and Martin Pugh (Community Development Facilitator)**

62-79

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 260901260708.
- (b) **Supports** the concept of the provision of a liberty swing at Darnley Square
- (c) **Approves** Darnley Square as the preferred location for the proposed Liberty Swing installation should the Council approve the provision of a liberty swing, noting that at the July meeting of Kaiapoi Tuahiwi Community Board it was confirmed that Darnley Square is not programmed for renewal in the foreseeable future.
- (d) **Notes**, this report is seeking support from the Board to provide recommendation to Council that this project is approved.
- (e) **Notes** that if the Board approve the location, staff will work with the Community partners to set out the responsibilities and timeframes of the project.
- (f) **Notes** that, should the project go ahead, maintenance of the asset is estimated at approximately \$3,000 per annum. It would also be expected that this asset would be included in Councils Levels of Service.
- (g) **Notes** that, based on an estimated useful life of 25 years, annual depreciation costs are expected to be approximately \$5,000 per year.

6.5 **Kaiapoi Public and RSA Cemetery – Tree Removal and Replacement Vegetation – Rachael Annan (Recreation Planner)**

80-105

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 260805225326.
- (b) **Approves** the removal of existing trees (Trim: 260827255848).
- (c) **Approves** the Proposed Native Planting Plan (Trim: 260810230260).
- (d) **Approves** any minor changes to species (if required) under the delegated authority of the Greenspace Tree Asset Officer.
- (e) **Notes** that all tree removal and replacement planting costs will be met by the adjoining developer, including a 2-year defects liability period for new planting, with trees to be placed on the Council's asset register.

- (f) **Notes** that Greenspace staff will work proactively with the Communications Team to ensure the community is informed ahead of any tree removal. Given the prominence of the Lombardy Poplars within Kaiapoi Cemetery, communications will explain the condition and anticipated remaining lifespan of the trees, the reasons for their removal, and the proposed replacement planting outcome.
- (g) **Notes** that the proposed cemetery boundary interface forms part of the adjoining subdivision and engineering approval process, including the embankment and retaining treatments shown on the submitted plans.

6.6 **Application to the Kaiapoi-Tuahiwi Community Board's 2026/27 Discretionary Grant Fund – Thea Kunkel (Governance Team Leader)**

106-116

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 260909272311.
- (b) **Approves** a grant of \$.....to the North Canterbury Homeschoolers towards the cost of hosting a workshop for homeschooled children.

OR

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

6.7 **Appointment of a Board representative to the Silverstream Residents Volunteer Group – Thea Kunkel (Governance Team Leader)**

117-120

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 260909272534.
- (b) **Approves** the appointment of Board Memberas a Board representative and liaison person to the Silverstream Residents Volunteer Group.

OR

- (c) **Declines** the appointment of a Board representative and liaison person to the Silverstream Residents Volunteer Group.

7 **CORRESPONDENCE**

Nil.

8 **CHAIRPERSON'S REPORT**

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

121

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the report from the Kaiapoi-Tuahiwi Community Board Chairperson (Trim: 260916280732).

9 **MATTERS REFERRED FOR INFORMATION**

- 9.1 **Oxford-Ohoka Community Board Meeting Minutes 5 August 2026.**
- 9.2 **Woodend-Sefton Community Board Meeting Minutes 10 August 2026.**
- 9.3 **Rangiora-Ashley Community Board Meeting Minutes 12 August 2026.**
- 9.4 **Review of Gambling (Class 4) Venue Policy and Totalisator Agency Board Policy – Draft Policies for Formal Public Consultation – Report to Council Meeting 4 August 2026 – Circulates to all Boards.**
- 9.5 **Health, Safety and Wellbeing Report June 18 2026 to July 20 2026 – Report to Council Meeting 4 August 2026 – Circulates to all Boards.**
- 9.6 **Adoption and Submission of North Canterbury Council Head Start Proposal – Report to Council Meeting 5 August 2026 – Circulates to all Boards.**
- 9.7 **Waimakariri Biodiversity Trust Deliverables for 2025/26 – Report to Utilities and Rooding Committee Meeting 11 August 2026 – Circulates to all Boards.**
- 9.8 **Provision of Natural Burials Through a 24-Month Trial at Cust-West Eyreton Cemetery – Report to Community and Recreation Committee Meeting 18 August 2026 – Circulates to all Boards.**

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items 9.1 to 9.8.

Note:

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

10 **MEMBERS' INFORMATION EXCHANGE**

- | | |
|-----------------------------------|---------|
| 10.1 <u>Tim Bartle</u> | 122 |
| (Trim: 260916280727). | |
| 10.2 <u>Shona Powell</u> | 123-124 |
| (Trim: 260916280728). | |
| 10.3 <u>Brent Cairns</u> | 125-129 |
| (Trim: 260916280729). | |
| 10.4 <u>Philip Redmond</u> | 130 |
| (Trim: 260916280730). | |

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.

Written information submitted by members is included in the agenda.

11 CONSULTATION PROJECTS

11.1 Waimakariri Youth Council Future Voices Survey

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

Consultation closes Friday 25 September 2026.

11.2 Parking at Silverstream Shopping Centre

<https://letstalk.waimakariri.govt.nz/parking-at-silverstream-shopping-centre>

Consultation closes Friday 25 September 2026.

11.3 Managing and Minimising our Waste

<https://letstalk.waimakariri.govt.nz/managing-our-waste>

Consultation closes Friday 2 October 2026.

11.4 Waikuku Skate Ramp

<https://letstalk.waimakariri.govt.nz/waikuku-skate-ramp>

Consultation closes Sunday 4 October 2026.

11.5 Draft North East Waimakariri Urban Plan

<https://letstalk.waimakariri.govt.nz/let-s-talk-about-the-draft-north-east-waimakariri-urban-plan>

Consultation closes Sunday 4 October 2026.

11.6 Gambling Policies

<https://letstalk.waimakariri.govt.nz/gambling-policies>

Consultation closes Thursday 8 October 2026.

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 31 August 2026: \$10,276.

12.2 General Landscaping Budget

Balance as at 31 August 2026: \$32,250.

13 MEDIA ITEMS

14 QUESTIONS UNDER STANDING ORDERS

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board is scheduled for 5pm, Monday 19 October 2026 in the Kaikanui Room, Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi.

Workshop

- *Members Forum*
 - *Board Christmas Dinner*

MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI, ON MONDAY, 17 AUGUST 2026, AT 5 PM.

PRESENT

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

IN ATTENDANCE

S Powell (Kaiapoi-Woodend Ward Councillor).

C Brown (General Manager Community and Recreation), S Morrow (Rates Officer – Property Specialist), and A Connor (Governance Support Officer).

1 APOLOGIES

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives and sustains** apologies for absence from B Cairns.

CARRIED

2 CONFLICTS OF INTEREST

No conflicts of interest were declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 20 July 2026

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 20 July 2026, as a true and accurate record.

CARRIED

3.2 Matters Arising (From Minutes)

S Stewart advised the Board that, since the previous meeting, David Moffat had been appointed President of Grey Power.

P Redmond sought an update on the additional information requested regarding the North Canterbury Dive Club Discretionary Grant funding application, tabled at the previous meeting. A Connor advised that the Club had not yet provided the requested information and that a report would be presented to the Board at its September meeting.

4 DEPUTATIONS AND PRESENTATIONS

Nil.

5 ADJOURNED BUSINESS

Nil.

6 **REPORTS**

6.1 **New Road Name Request from Fortis Land Holdings Limited** – S Morrow (Rates Officer – Property Specialist)

S Morrow advised that approval was sought for the name of a new private right-of-way located off 89 Sneyd Street, Kaiapoi. He explained that the developer submitted the proposed name after Council staff determined the right-of-way would serve more than four allotments and therefore required a formal road name.

H Carroll noted that the report identified 'Old Tavern Lane' as the preferred name while also presenting alternative options. She commented that the proposed name was not particularly distinctive and queried whether a name more closely reflecting the connection to Sneyd Street would be more appropriate. S Morrow advised that a name incorporating 'Sneyd' would not be considered suitable, as road names that were the same as, or similar to, existing road names were avoided due to the potential for confusion, particularly for emergency services.

P Redmond enquired whether the name of 'Arms Tavern Lane' had been considered. S Morrow observed that the name had not been included among those proposed by the developer; however, the Board could consider it if it wished.

In response to a question from T Bartle, S Morrow advised that it was not the Council's role to interpret the meaning or intent of a name proposed by a developer, but rather to assess whether the proposed name complied with the Council's Naming Policy.

Moved: H Carroll

Seconded: J Watson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 260806227290.
- (b) **Approves** the following proposed road name for a new private Right of Way as shown on Trim 260806227276.
 - 1. Tavern Lane (Private Right of Way).
- (c) **Notes:** The Board may replace the name with any other of the developer's preferred names.

CARRIED

H Carroll expressed the view that 'Tavern Lane' was a more appropriate and appealing road name than 'Old Tavern Lane'. She considered that the name retained the historical connection to the area while being simpler and more inviting.

J Watson supported H Carroll's comments and concurred with her preference for the name 'Tavern Lane'.

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

A Connor advised the first application was from Big Brothers Big Sisters of North Canterbury, who were seeking funding toward the production of a 15-second cinema advertisement to be shown at the Rangiora Town Hall before movies. The advertisement was intended to encourage more people to volunteer as mentors for the organisation's youth mentoring programme. It was noted that the organisation had applied for \$750, which complied with the Board's discretionary grant criteria. The applicant had advised that approximately 35% of programme participants were from the Kaiapoi-Tuahiwi area, although the benefits of the project would extend across the wider district.

A Connor further advised that the organisation had applied to all Community Boards. The Oxford-Ohoka Community Board had approved \$300, the Woodend-Sefton Community Board had approved \$375, and the Rangiora-Ashley Community Board had approved \$1,000.

P Redmond asked whether the other Community Board granted what Big Brothers Big Sisters of North Canterbury had applied for. A Connor confirmed that, except for the Oxford-Ohoka Community Board, they had been granted the full amount requested. The Oxford-Ohoka Community Board had approved \$300 of the \$375 applied for.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 260710165342.
- (b) **Approves** a grant of \$750 to Big Brothers Big Sisters of North Canterbury towards the production of a 15-second cinema advertisement.

CARRIED

J Watson indicated her support for the motion, noting that Big Brothers Big Sisters of North Canterbury was a highly regarded organisation that provided valuable services to the community.

T Bartle also supported the motion, noting that Big Brothers Big Sisters of North Canterbury provided important assistance to vulnerable young people in the community. He commented that the organisation delivered significant social benefits and considered it a worthwhile recipient of funding.

P Redmond noted that the reported figure of 35% of beneficiaries residing within the Board's area was of limited relevance, as the cinema advertisement would be screened at Rangiora Cinemas and was intended to attract mentors from across the wider Waimakariri District. He acknowledged that Big Brothers Big Sisters of North Canterbury received an annual operational grant from the Council and occupied Council-provided premises at the War Memorial Hall. However, P Redmond also noted that the organisation received no government funding and relied on fundraising activities to support staffing and the administration of its mentoring programme. He considered the request to be an appropriate use of Community Board funding and indicated his support for the application.

A Connor advised that the second application was from the All Stars Marching Team, which sought funding assistance for transportation costs associated with attending the 2026 South Island Marching Championships. The organisation had applied for \$750, and the application complied with the Board's Discretionary Grant Fund criteria.

P Redmond questioned the community benefit of providing funding assistance to a relatively small group to attend a competition outside the Waimakariri District. J Watson acknowledged that the application differed in nature from others considered by the Board; however, she noted that the organisation was a community group that provided opportunities and activities for local residents.

T Bartle noted that, while the application involved older participants, the organisation also included a significant number of younger members. He commented that the involvement of older participants encouraged and inspired younger members progressing through the organisation.

A Campbell expressed concern that the All Stars Marching Team applied for funding each year and asked when recurring applications might be regarded as operational funding. A Connor advised that this was a matter for the Board's discretion; however, funding was generally considered operational where support was sought for the same activity or purpose on an ongoing annual basis. She noted that where organisations repeatedly

applied for funding for the same item, they were encouraged to identify alternative projects or activities for future funding applications.

A Campbell further enquired whether the organisation had sought funding from other Community Boards. A Connor confirmed that an application had been submitted only to the Kaiapoi-Tuahiwi Community Board.

Moved: J Watson

Seconded: H Carroll

- (c) **Approves** a grant of \$300 to the Allstars Marching Teams towards transportation costs to attend the 2026 South Island Championships.

CARRIED

J Watson acknowledged that the Allstars Marching Teams regularly undertook a variety of fundraising activities and utilised multiple funding sources to support its operations and events. While she expressed some reservations about the amount requested, she indicated her support for a grant of \$300, which she considered an appropriate level of assistance.

H Carroll noted that, without funding assistance, the van hire cost would amount to approximately \$100 per participant. She considered that a Board contribution of \$300 would reduce the cost to participants to around \$60 each, which she regarded as a reasonable personal contribution towards attending the event.

6.3 **Summary of Discretionary Grant Accountability 1 July 2025 to 30 June 2026 –** T Kunkel (Governance Team Leader)

A Connor took the report as read and welcomed any questions.

T Bartle noted that he did not recall previous accountability reports being presented to the Board and enquired whether staff undertook any follow-up in relation to the Accountability Forms submitted by grant recipients. A Connor advised that an Accountability Report was presented to the Community Board annually. She further noted that where accountability reports were particularly lengthy, they were made available on the Council website rather than being included in the printed agenda.

In response to a question from R Keetley, A Connor confirmed that the accountability process formed part of the grant administration requirements. She advised that funding recipients were required to submit completed accountability forms before becoming eligible to apply for further funding.

Moved: J Watson

Seconded: P Redmond

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 260711165377.
- (b) **Notes** that of the \$10,049 of the Board's 2025/26 Discretionary Grant Funding, \$7,210 was distributed for events and projects within the community.
- (c) **Notes** that the Council's 2026-27 Annual Plan includes a budget provision of \$9,070 for the Kaiapoi-Tuahiwi Community Board to approve grants to community groups for the 2026/27 financial year (July 2026 to June 2027). There was a carry forward of \$2,839 from the 2025/26 financial year, resulting in a total of \$11,909 available for the 2026/27 financial year.
- (d) **Circulates** a copy of this report to all other Community Boards for information.

CARRIED

J Watson congratulated staff on preparing the report, noting the significant work involved in compiling such a comprehensive document. She further noted that the report highlighted the substantial level of funding distributed to community organisations and the positive contribution the grant made to the community.

7 **CORRESPONDENCE**

Nil.

8 **CHAIRPERSON'S REPORT**

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

J Watson's Chairperson's Report was circulated as part of the agenda. However, she highlighted the following:

- Northern Pegasus Bay Advisory Group meeting:
 - Geography students from the University of Canterbury had been engaged to undertake research into the use of the Kairaki estuary area with the aim of identifying user groups and better understanding ongoing issues such as antisocial behaviour and littering.
 - Issues the rangers had to deal with had shifted from unmanaged dogs to electric motorbikes and littering.
 - The Welcoming the Godwit event was scheduled for 30 August 2026.
 - Ngai Tahu recently held a hui with local whitebaiters which was well attended. Police support provided during the previous whitebaiting season had helped address issues associated with competition for fishing sites. It was further noted that no customary whitebaiting permits would be issued during the coming season
- Social Services Networking meeting:
 - The Salvation Army were offering financial mentoring services. They had appointed someone to work on homelessness issues within Waimakariri.
 - The Kaiapoi Menzshed would be opening in December. They had collaborated with Community Support on a volunteer recognition initiative involving the planting of a camellia named "Volunteer".
 - They were using Seek to advertise for volunteers.
 - Praised the work being done for children by Kaiapoi North School, particularly through its learning support programmes.
 - The Kaiapoi Food Bank reported an increased number of working individuals and families seeking assistance due to ongoing financial pressures.
 - There was a growing demand for community meeting spaces within Kaiapoi and many groups reported difficulty in securing suitable venues for regular meetings and activities.
- Approximately \$10,000,000 had been generated through gaming machine proceeds with the Waimakariri District during the previous year. Only 16% of that funding was returned to organisations within the district. Possible reasons included funding criteria, the number of local applications submitted, and the geographic distribution requirements of gaming trusts.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the report from the Kaiapoi-Tuahiwi Community Board Chairperson (Trim: 260813238526).

CARRIED

9 **MATTERS REFERRED FOR INFORMATION**

- 9.1 Oxford-Ohoka Community Board Meeting Minutes 8 July 2026.
- 9.2 Woodend-Sefton Community Board Meeting Minutes 13 July 2026.
- 9.3 Rangiora-Ashley Community Board Meeting Minutes 8 July 2026.
- 9.4 2025 Customer Satisfaction Survey Results – Report to Council Meeting 7 July 2026 – Circulates to all Boards.
- 9.5 Draft Community Outcomes for Public Consultation – Report to Council Meeting 7 July 2026 – Circulates to all Boards.
- 9.6 Bylaw Programme Update July 2026 – Report to Council Meeting 7 July 2026 – Circulates to all Boards.
- 9.7 Adoption of Elected Member Expenses Policy – Report to Council Meeting 7 July 2026 – Circulates to all Boards.
- 9.8 Health, Safety and Wellbeing Report 19 May 2026 to June 17 2026 – Report to Council Meeting 7 July 2026 – Circulates to all Boards.
- 9.9 Adoption of the Waimakariri Youth Action Plan 2026-2029 – Report to Council Meeting 7 July 2026 – Circulates to all Boards.
- 9.10 Draft Waste Management and Minimisation Plan – Approval for Consultation – Report to Utilities and Roding Committee Meeting 14 July 2026 – Circulates to all Boards.
- 9.11 Private Well Study Results for 2025 – Report to Utilities and Roding Committee Meeting 14 July 2026 – Circulates to all Boards.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

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

CARRIED

10 **MEMBERS' INFORMATION EXCHANGE**

R Keetley:

- Attended the Kaiapoi Museum and Historical Society meeting.
- Attended the Kaiapoi RSA executive meeting.
- Attended the Waimakariri Biodiversity Trust meeting.

A Campbell:

- Attended the All Boards Session on the Head Start proposal.

S Powell:

- S Powell's members' information exchange was circulated as part of the agenda.
- Northern Pegasus Bay Advisory Group:
 - The University of Canterbury students were primarily looking at whitebaiters. Another group of students focused on water quality at the Ashley Estuary.

S Stewart:

- GreyPower:
 - Mini electric cars were raising concern. Questions had been raised about the legality of using them on roads and footpaths.

S Powell noted the New Zealand Police would have to regulate the use of the mini electric cars. The Waimakariri Access Group members had suggested consumers needed to be made aware they were illegal to drive on roads and footpaths.

- Kaiapoi Promotions Association:
 - The Matariki event was very successful.
 - They wanted to use the Kaiapoi Community Centre as a meeting space; however, they did not believe they should have to pay.

C Brown noted that the Kaiapoi Promotions Association was advised to apply to the Council's Fee Waiver Committee for consideration. He highlighted the ongoing work regarding Council's funding of Promotions Associations, which would inform future recommendations and Long Term Plan discussions.

- Waimakariri Biodiversity Trust:
 - Board members should have received a copy of the Trust's newsletter.
 - The MainPower Biodiversity Awards had been judged.
 - Several trustees visited Riverside Horticulture, where they observed the operations, plant propagation systems, including a plant tracking system, and the use of biodegradable pots and plant guards. The business produced approximately three million plants annually.
 - A pollinator planting project had recently been established on Blake Street. The Council undertook this in partnership and featured native flowering plants selected to attract pollinators.
 - Provided an update on a large-scale wetland planting project at the former Wakeman property near Tūhaitara Coastal Park. The project involved the planting of several thousand native plants with support from volunteers, including members of the Student Volunteer Army. The site was being restored as a series of wetlands and was already supporting a range of birdlife, including some uncommon species.
 - Herself and the Trust Coordinator prepared the annual report to the Utilities and Roading Committee.
 - Upcoming events included public lectures on the Ashley Rakahuri Flood Resilience project with Environment Canterbury scheduled to provide an update on flood management proposals and associated stopbank projects.
 - Had been invited to attend an initial stakeholder workshop on the Revells Road project.

C Brown stated the workshop was intended to gather feedback from key stakeholder groups on early concepts and technical information before presenting proposals to the Community Boards and Council. Community consultation would also be undertaken later.

H Carroll:

- The Darnley Club Annual General Meeting would be held on 5 September 2026.
- Commended the Council on the direction put forward for the Head Start Proposal and hoped the strong support shown by Councils and the community would encourage the government to progress the direction submitted.

T Bartle:

- The Parking Bylaw had been signed off by the Council.
- Had been occupied with many meetings relating to the Head Start Proposal.

P Redmond:

- P Redmond's members' information exchange was circulated as part of the agenda.
- The Head Start proposal was a comprehensive 70-page document and was formally submitted to the government before the deadline. There was commentary that Ngai Tahu had made a submission; however, it was unclear whether it would meet the required criteria.

11 **CONSULTATION PROJECTS**

11.1 **Waimakariri Youth Council Future Voices Survey**

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

The Board noted the consultation project.

12 **BOARD FUNDING UPDATE**

12.1 **Board Discretionary Grant**

Balance as at 31 July 2026: \$11,326.

12.2 **General Landscaping Budget**

Balance as at 31 July 2026: \$32,250.

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 Kaiapoi-Tuahiwi Community Board was scheduled for 5pm, Monday 21 September 2026 in the Kaikanui Room, Ruataniwha Kaiapoi Civic Centre, 176 Williams Street, Kaiapoi.

THERE BEING NO FURTHER BUSINESS, THE MEETING WAS CLOSED AT 6.01PM.

CONFIRMED

Chairperson

Date

WAIMAKARIRI DISTRICT COUNCIL**REPORT OR DECISION****FILE NO and TRIM NO:** GOV-26-08-06 / 260915279972**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD**DATE OF MEETING:** 21 September 2026**AUTHOR(S):** Thea Künkel, Governance Team Leader**SUBJECT:** Application to the Kaiapoi-Tuahiwi Community Board's 2026/27 Discretionary Grant Fund**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

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

Name of Organisation	Purpose	Amount requested	Does the application comply with the Discretionary Grant Fund Criteria
North Canterbury Dive Club Inc	Towards its 50 th Anniversary celebrations	\$4,000	This application does not comply with the Criteria: - The application is for more than the maximum the Board allows per allocation - Only 25% of attendees will be from the Kaiapoi-Tuahiwi area.
Total:		\$4,000	

- 1.2 At the Kaiapoi-Tuahiwi Community Board (the Board) meeting held on 20 July 2026, the application was laid on the table to request further information from the North Canterbury Dive Club regarding where they were based, where the event would be held and further information regarding their budget and the expected sale of tickets.

- 1.3 The current balance of the Kaiapoi-Tuahiwi Board's 2026/27 Discretionary Grant Fund is \$10,276.

Attachments:

- Application from the North Canterbury Dive Club Inc (Trim 260605130944).
- Extract from the Kaiapoi-Tuahiwi Community Board meeting Minutes dated 20 July 2026 (Trim 260720174660)
- Email received from the North Canterbury Dive Club Inc
- A spreadsheet showing the Discretionary Grants for the previous two years.
- Board Discretionary Grant Funding Criteria for the 2026/27 financial year. (Trim Ref: 210603089725).

2. **RECOMMENDATION**

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 260915279972.
- (b) **Approves** a grant of \$..... to the North Canterbury Dive Club Inc. towards its 50th Anniversary celebrations.

OR

- (c) **Declines** a grant to the North Canterbury Dive Club Inc.

3. **BACKGROUND**

- 3.1 The ***North Canterbury Dive Club Inc*** seeks funding towards the cost of hosting its 50th Anniversary celebrations. This application does not meet the following Board Discretionary Grant Funding Criteria:
 - (a) Grants are generally limited to \$750 with a maximum of \$1,000 in any financial year (July to June).
 - (a) The grant funding is limited to projects primarily within the Board area or benefiting the residents of the area.
- 3.2 At the Board meeting held on 20 July 2026, the application was laid on the table to request further information from the North Canterbury Dive Club regarding where they were based, where the event would be held and further information regarding their budget and the expected sale of tickets.
- 3.3 The current balance of the Kaiapoi-Tuahiwi Community Board's 2026/27 Discretionary Grant fund is \$10,276.

4. **KEY ISSUES**

North Canterbury Dive Club Inc (the Club)

4.1 **Information provided by the Club:**

- 4.1.1 The Club is an incorporated not-for-profit organisation comprising a membership of more than 40 individuals with a broad range of knowledge, skills, and experience. Throughout the year, the Club organises excursions to a variety of diving and fishing destinations across the South Island. The Club is committed to promoting safe diving practices and responsible fishing in compliance with all applicable legislation, regulations, and industry standards. In addition, the Club is dedicated to protecting and preserving natural resources and the environment, including marine, coastal, and freshwater ecosystems.
- 4.1.2 The Club is seeking funding assistance to support the hosting of its 50th Anniversary celebration, a significant milestone acknowledging the Club's history and achievements, strengthening community connections, celebrating volunteer contributions, and promoting ongoing participation in safe recreational diving, fishing, and boating activities throughout the region.
- 4.1.3 The celebration is expected to attract between 100 and 200 attendees, including current and former members, their families, supporters, and members of the wider community. Based on anticipated attendance, approximately 25% of participants are expected to be from the Kaiapoi–Tuahiwi area, 20% from the Oxford–Ohoka and Rangiora–Ashley Wards respectively, and 10% from the Woodend–Sefton area. The remaining attendees are expected to travel from the Christchurch and Hurunui districts and other surrounding areas.

4.2 Council Evaluation

- 4.2.1 The total cost of the celebration is estimated to be approximately \$10,000. The Club has requested \$4,000 in funding assistance for advertising, venue hire, and printing. Staff have advised the Club that the funding amount sought exceeds the Board's standard funding limit. The event is scheduled for November 2026. At the time of assessment, the Club has not submitted any funding applications to other funding organisations or Community Boards. The Club has indicated that the event will proceed regardless of the outcome of this application.
- 4.2.2 The application meets the Board's Discretionary Grant Criteria as submitted by the community-based group. However, the requested \$4,000 funding exceeds the stipulated maximum of \$750 per application per year.
- 4.2.3 In addition, the Board's Discretionary Grant Application Criteria specify that grant funding should be limited to projects that are primarily located within the Board area or that provide a direct benefit to residents of the area. The Club has confirmed a strong connection to Kaiapoi, where it has historically held its meetings. However, its membership is drawn from a wider geographic area, including Amberley, Christchurch, Akaroa, Kaikōura, and Motunau. Therefore, only about 25% of participants are expected to be from the Kaiapoi–Tuahiwi area.
- 4.2.4 The Club has further confirmed that the 50th Anniversary celebrations will include functions hosted at the Kaikanui Tavern and the Kaiapoi Golf Club, Kaiapoi. The requested \$4,000 funding is expected to contribute to costs for approximately 130 attendees. At the time of application, 66 attendees had already registered.
- 4.2.5 Tickets for the celebrations are being sold at \$30 per person, with this fee intended to cover catering costs only. The total cost of the event is estimated at \$7,000 to \$8,000, including expenses such as advertising, entertainment, venue hire, and catering. The Club also anticipates raising approximately \$2,000 through a fundraising raffle.
- 4.2.6 This is the first time the Club has applied for Discretionary Grant funding.

5. OPTIONS

- 5.1 The Board may approve or decline grants as per the grant guidelines.
- 5.2 The Management Team has reviewed this report.

6. STRATEGIC ALIGNMENT AND COMMUNITY VIEWS

6.1 **Mana Whenua**

The subject matter and/or recommendations contained in this report are unlikely to be of interest to mana whenua.

6.2 **Groups, Organisations and the Wider Community**

No other groups or organisations are likely to be affected by or to have an interest in the subject matter of this report.

6.3 **Implications for Community Wellbeing**

The issues and options discussed in this report have social, cultural, economic, or environmental implications for community well-being. Supporting community initiatives encourages social interaction, reduces isolation, which in turn enhances mental and physical wellbeing.

6.4 **Community Outcomes and Strategic Priorities**

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

Wide-ranging opportunities allow people of different ages and cultures to participate in community life and recreational activities.

7. OTHER IMPLICATIONS AND RISK MANAGEMENT

7.1 Financial Implications

7.1.1 There are financial implications for the decisions sought by this report.

7.1.2 The Council's 2026-27 Annual Plan includes a budget provision of \$9,070 for the Kaiapoi-Tuahiwi Community Board to approve grants to community groups for the 2026/27 financial year (July 2026 to June 2027). A carry forward of \$2,839 from the 2025/26 financial year resulted in a total of \$11,909 available for the 2026/27 financial year.

7.1.3 Currently, the Board's 2026/27 Discretionary Grant Fund total is \$10,276. If the application is approved, the Board's Discretionary Grant Fund will have \$10,062 for allocation for the balance of the 2026/27 financial year.

7.2 Community Resilience and Sustainability

The recommendations in this report have no sustainability and/or climate change impacts.

7.3 Risk Management

Adopting and implementing the recommendations in this report carries no associated risks.

7.4 Health and Safety

The organisations and groups that have applied for funding are responsible for all health and safety-related issues.

8. CONTEXT

8.1 Consistency with Policy

These matters are not matters of significance in terms of the Council's Significance and Engagement Policy.

8.2 Authorising Legislation

Not applicable.

8.3 Authorising Delegations

Community Boards have delegated authority to approve Discretionary Grant Funding.

What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) by posting to Private Bag 1005, Rangiora 7440, New Zealand, or hand delivering to your local Service Centre, or emailing to: IM@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. This information is required within 10 days of the Board decision.
- On receipt of this information payment will be processed to your organisation's bank account.

Groups applying for Board Discretionary Grants 2025/2026

Name of group: NORTH CANTERBURY DIVE CLUB INC.

Address: [REDACTED]

Contact person within organisation: [REDACTED]

Position within organisation: LIFE MEMBER

Contact phone number: [REDACTED]

Email: [REDACTED]

Describe your project or event and what the grant funding will specifically be used for. (Use additional pages if needed)

50th ANNIVERSARY OF NORTH CANTERBURY DIVE CLUB

USE FOR ADVERTISEMENT
FOR HIRE OF VEHICLE, AND PRINTING

What is the timeframe of the project/event date? 21 NOVEMBER 2026

Overall cost of project/event: \$10,000 Amount requested: \$4000

How many people will directly benefit from this project? 100 - 200

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 ☐ Adults ☐ Whole community/ward

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

Oxford-Ohoka 20 % Rangiora-Ashley 20 % Woodend-Sefton 10 % Kaiapoi-Tuahiwi 25 %

Other (please specify): SOME CHCH BUT COULD BE MORE FROM
NORTH CANTERBURY

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

WE WORK IN WITH COASTGUARD PLEASE SEE ATTACHED.

What is the benefit(s) to your organisation?

SAME AS BELOW WILL HELP WITH COSTS OF EVENT
THERE WILL BE A CHARGE TO PAST & PRESENT
MEMBERS

What are the benefits, economic or otherwise, to the Kaiapoi-Tuahiwi community or wider district?

WE TRAIN BOATING SKILLS, SAFETY IN BOATS & DIVING

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

If yes, name of parent group: _____

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

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

NO

What other Council funding sources have you applied to, or intend to apply to for funding this project and the amount applied for i.e other Community Boards, Annual or Long Term Plan, Community Grants and Enterprise North Canterbury.

NONE,

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

If yes, please supply details:

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

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

- Enclosed ☐ Financial Information *(compulsory – your application cannot be processed without financial statements)*
☐ Bank Statement *(Bank Statements will remain confidential)*
☐ Supporting costs, quotes or event budgets
☐ 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 an Accountability Report.
☐ I accept that information provided in this application may be used in an official Council report available to the public.

PLEASE NOTE: A signature is not required if you submit this form electronically. By entering your name in the signature box you are giving your authority to this application.

Signed: _____



Date: 10/6/26

bnz
BNZ
Kaiapoi Store
Telephone 0800 800 468
Facsimile 03 327 5333

NORTH CANTERBURY DIVE CLUB INC, C/- LEON FREAR, 55 BEACHVALE DRIVE, KAIAPOI, 7630



Bus First Transact

ACCOUNT NAME
NORTH CANTERBURY DIVE CLUB INC

ACCOUNT NUMBER
[REDACTED]

STATEMENT NO. 157
FOR THE PERIOD
03 MARCH 2026 TO 02 APRIL 2026

						OPENING BALANCE		8,095.56	
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance	
04 Mar		BP					70.00	8,165.56	
04 Mar		BP					200.00		
04 Mar		IB				120.00			
04 Mar		IB				200.00			
04 Mar		IB				2,000.00		6,045.56	
05 Mar		BP				115.00		5,930.56	
06 Mar		BP					40.00	5,970.56	
06 Mar		BP				40.25		5,930.31	
10 Mar		BP				218.50		5,711.81	
11 Mar		BP					10.00	5,721.81	
12 Mar		DC					11.01	5,732.82	
12 Mar		IB				11.01		5,721.81	
14 Mar		BP					50.00	5,771.81	
20 Mar		DD				172.79		5,599.02	
23 Mar		BP					200.00	5,799.02	
28 Mar		BP					30.00	5,829.02	
30 Mar		BP					10.00	5,839.02	
30 Mar		BP						100.00	
30 Mar		BP						185.00	
30 Mar		BP						185.00	6,309.02
31 Mar		IB						100.00	6,409.02
CARRIED FORWARD						6,409.02			

BP Telephone Bill Payment
IB Internet Banking Transfer

DC Direct Credit

DD Direct Debit

BNZ
Kaiapoi Store
Telephone 0800 800 468
Facsimile 03 327 5333



Bus First Transact

ACCOUNT NAME
NORTH CANTERBURY DIVE CLUB INC

ACCOUNT NUMBER
[REDACTED]

STATEMENT NO. 157
FOR THE PERIOD
03 MARCH 2026 TO 02 APRIL 2026

CARRIED FORWARD								6,409.02
Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance
31 Mar		BP					116.00	
31 Mar		BP					190.00	
31 Mar		BP				44.56		6,670.46
01 Apr						0.40		6,670.06
CLOSING BALANCE								6,670.06

Current interest rate percent per annum applicable to this account in respect of overdrawn balances is 20.950. There is no required payment applicable to this statement period provided the limit has not been exceeded.

NORTH CANTERBURY DIVE CLUB INC **BALANCE SHEET** **AS AT 31ST JULY 2025**

2024	ACCUMULATED FUNDS	
552,764	Balance 1 August 2024	556,009.40
3,927	Plus Excess Income over Expenses - transferred	10,488.84
556,691		566,498.24
682	Less Assets scrapped	-
556,009	BALANCE 31 JULY 2025	566,498.24

Represented by:

	CURRENT ASSETS		
7,647	Bank of NZ- Travel Account	12,235.38	
20,000	Bank of NZ- Term Deposit Account	25,000.00	
2,389	Bank of NZ- General Account	7,878.39	
30,036	TOTAL CURRENT ASSETS		45,113.77
	PLUS FIXED ASSETS		
533,620	As per Attached Schedule		533,619.85
563,656	TOTAL ASSETS		578,733.62
	LESS CURRENT LIABILITIES		
7,647	Members Travel Funds held in Trust (below)		12,235.38
556,009	EXCESS ASSETS OVER LIABILITIES		566,498.24

MEMBERS TRAVEL FUNDS

Adams	Ashley	351.91
Adams	Shane	426.71
Augusto	Luis	53.01
Bacon	Geoff	371.82
Bartneck	Christoph	138.00
Beck	Steve	12.00
Bracewell	Brandon	1227.19
Botha	Deon	90.00
Brinsdon	Cam	461.62
Bustin	Darren	608.45
Butler	Keith	81.00
Butterfield	Kate	145.00
Cleland	James	71.73
Daltons	Cathy	215.41
Doherty	Jeremy	394.44
Dunning	Joe	1950.00
Foster	Ray	60.00
Hannah	Neil	14.44
Horn	Theo	6.00
Hotson	Alan	159.44
Howard	Tania	41.00
Hu	Tom	150.00
Jarman	Paul	5.00
Kuok	Peter	100.00
Lomar	Daryl	169.06
Lee	Steve	32.50
McConaghy	Louise	19.00
Parkinson	Dan	121.73
Pearson	Eric	127.50
Price	Warren	193.51
Riddell	Robin	184.91
Ryder	Dan	118.00
Ryder	Steve	2912.89
Schulz	Dale	23.51
Scobie	David	44.06
Spooner	Glynis	266.44
Subritzky	Soren	54.06
Xuanju	Jiang(Tiger)	220.36
Wheeler	Peter	67.40
Woodward	Ted	255.30
Wright	Josh	254.06
Wu	Bill	25.00
Yang	Ivy	0.96
Interest		10.96
		\$ 12,235.38

NORTH CANTERBURY DIVE CLUB INC

STATEMENT OF INCOME AND EXPENSES

FOR THE YEAR ENDED 31 JULY 2025

2024	INCOME		
5,370	Subs		5,450.00
2,060	Joining Fees		1,300.00
2,849	Raffles (Net) & Fines		2,522.69
680	Bank Interest Received		1,679.03
-	Donation Received		43.36
1,045	Bottle Auction (Net.)		1,298.23
-	Bingo Fundraiser		1,197.00
766	Air Rescue Grant (Rates)		2,557.05
-	Lion Foundation Grant (Insurance)		4,500.00
-	Westpac Helicopter - Members Contributions		250.00
-	Knife & Dry Bag Sales		60.00
2,164	Fishing Competition		-
<u>14,934</u>	Total Income		<u>20,857.36</u>
	Less Expenses		
1	Bank Fees	0.20	
-	Donation - Westpac Helicopter (includes \$250 ex member	500.00	
-	Donation - Nolan Petrol Vouchers	200.00	
300	Donation - Coastguard	-	
61	Engraving	40.00	
47	Guest Speakers	-	
407	Oxygen	411.66	
265	Membership - NZUA & Coastguard	290.00	
160	Stationery & Printing	-	
22	Workshop - Inc. Societies	-	
-	Website	347.35	
<u>1,262</u>	Total Expenses		<u>1,789.21</u>
<u>13,672</u>	Net Income for year		<u>19,068.15</u>
	Less		
(4985)	Clubhouse Hire (attached)		(6109.48)
(4760)	Boat & Equipment Hire (attached)		(2469.83)
	EXCESS INCOME OVER EXPENSES FOR YEAR		
<u>3,927</u>	-Transferred to Accumulated Funds		<u>10,488.84</u>

NORTH CANTERBURY DIVE CLUB INC
STATEMENT OF CLUBHOUSE & BOAT HIRE
FOR THE YEAR ENDED 31 JULY 2025

2024 CLUBHOUSE

	Income		
4,680	Hire Received		4,100.00
	Less Expenses		
3,794	Insurance	4,221.79	
3,064	Rates	3,409.40	
1,896	Power	2,047.51	
911	Repairs and Maintenance	530.78	
9,665	Total Expenses		10,209.48
<u>(4985)</u>	Net Income (Loss) for year		<u>(6109.48)</u>

BOAT AND EQUIPMENT

	Income		
1,875	Boat Hire		2,190.00
	Less Expenses		
894	Insurance	928.91	
5,741	Repairs and Maintenance	3,730.92	
6,635	Total Expenses		4,659.83
<u>(4760)</u>	Net Income (Loss) for year		<u>(2469.83)</u>

NORTH CANTERBURY DIVE CLUB INC.

The core beliefs of this club is:

1. To foster and promote the safe sport of underwater scuba diving and free diving,
2. To foster the preservation of the natural resources and the environment both in the sea, the seashore and fresh water.
3. To foster fellowship and friendship amongst divers and fishermen.
4. To provide a presence in the Canterbury area including involvement in search and rescue if required.
5. To provide safe boating training and skills.

Reason for Grant:

We need assistance with payment of expenses relative to our 50th Anniversary celebrations. We are currently working towards updating the Club Boat and Outboard Motor which is now of an age that is costing us a considerable amount in maintenance. This event will benefit the Club by bringing together both old and current members to maintain the smooth running of the Club.

North Canterbury Dive Club Inc.

Costings

50th Anniversary Event

Venue Hire	\$ 2,000.00
Advertising	\$ 1,000.00
Printing of Tickets	\$ 500.00
Entertainment	\$ 500.00
Total	<u>\$ 4,000.00</u>

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

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

Moved: T Bartle

Seconded: A Campbell

THAT the Kaiapoi-Tuahiwi Community Board:

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

CARRIED

From: [Steve Ryder](#)
To: [Thea Kunkel](#)
Subject: Re: Application to the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund
Date: Thursday, 20 August 2026 3:05:55 PM
Attachments: [0.png](#)
[image002.png](#)
[image003.png](#)
[0.png](#)
[0.png](#)

Caution: [THIS EMAIL IS FROM AN EXTERNAL SOURCE] DO NOT CLICK links or attachments unless you recognise the sender email address and know the content is safe.

The north canterbury dive club is many based in kaiapoi we have our meetings here we have members from amberly to chch plus we dive akaroa kaiakora motuna where we have a club house or bachelor. The anniversary is going to be held in kaiapoi Friday at kaikanui Saturday at the golf club. Funding is going to cover about 130 people we have had 66 registered already the ticket sales is 30 dollars just to cover the food per person the whole cost is about 7000 to 8000 for advertising band and hall hire to help out old members. I've just run a raffle to help out as well we should make about two thousand out of it to help as well thanks we are just trying to break even.

Good Day

The Kaiapoi-Tuahiwi Community Board considered your application for funding for the Club's 50th anniversary celebrations at their previous meeting.

However, the Board tabled consideration of the application until the following further information is received:

- (a) Please could you advise where the North Canterbury Dive Club is based.
- (b) Please could you advise where the Club's 50th anniversary celebrations will be held.
- (c) Please could you provide further information regarding the event budget and the expected income from the sale of tickets.

We would appreciate it if you could provide the above information so we can resubmit the application to the Board for consideration.

If you have any questions, please do not hesitate to contact me.

Regards

Thea Kunkel | Governance Team Leader

Governance

Phone: 0800 965 468 (0800 WMK GOV)

Mobile: +64 27 254 3940

DDI: +64 3 266 9186



waimakariri.govt.nz

Spreadsheet Showing Kaiapoi-Tuahiwi Community Board Discretionary Grant for the 2026/27 Financial Year

	Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
Kaiapoi-Tuahiwi Community Board 10.136.100.2410		Carried forward 2025/26 = \$2,839	2026/27= \$9,070				\$ 11,909.00
	20-Jul	R13 Youth Development Trust	Signwriting for Community Service Programme vehicle		\$582.91	\$583	\$11,326
	20-Jul	North Canterbury Dive Club Inc	50th Anniversary	laid on the table want more info about the event and ticket sales	\$4,000		
	17-Aug	Big Brothers Big Sisters of North Canterbury	Towards the production of a 15-second cinema advertisement		\$750	\$750	\$10,576
	17-Aug	All Stars Marching Teams	Towards accommodation for training camp	Withdrawn	\$750		
	17-Aug	All Stars Marching Teams	Towards van hire costs for trip to South Islands in Dunedin December 2026		\$750	\$300	\$10,276
	21-Sep	North Canterbury Homeschoolers	Towards hosting a interacite music workshop		\$214		

Spreadsheet Showing Kaiapoi-Tuahiwi Community Board Discretionary Grant for the 2025/26 Financial Year

	Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
Kaiapoi-Tuahiwi Community Board 10.136.100.2410		Carried forward 2024/25 = 1,259	2025/26= \$8,790				\$ 10,049.00
	21-Jul	Kaiapoi Community Garden	Towards entertainment @ Jazz and Blues Festival	18-Mar-26	\$500	\$500	\$9,549
	21-Jul	Silverstream Residents Volunteer Group	Purchase of Bench		\$740	\$740	\$8,809
	21-Jul	Allstars Marching Teams	Hall hire for training/practice sessions for the year	6-Mar-26	\$750	\$750	\$8,059
	18-Aug	Kaiapoi Pony Club	towards attending the Springston Trophy in Blenheim	Declined	\$1,000	\$0	\$8,059
	18-Aug	Kaiapoi Garden Club	Towards hosting the Kaiapoi Garden Competition	9-Mar-26	\$600	\$250	\$7,809
	15-Sep	Menzshed of Kaiapoi Inc	towards hosting a Teddy Bear hunt	9-Mar-26	\$650	\$195	\$7,614
	15-Sep	The Chris Ruth Centre	Instalation of blinds	Declined	\$735		\$7,614
	17-Nov	Noaia Charitable Trust	Community market for equipment and promotion		\$1,000	\$500	\$7,114
	17-Nov	Mahi Matatoa Trust	Towards first aid training	27-Mar-26	\$585	\$585	\$6,529
	17-Nov	Community Colleges New Zealand - Comcol North Canterbury	Towards materials and labour to install a mounting block	26-May-26	\$1,056	\$500	\$6,029
	16-Feb	Community Watch Kaiapoi Incorporated	Toeards an upgrade of the vehicle radio and purchase of four portable radios	13-May-26	\$750	\$750	\$5,279
	16-Feb	McCullough Guards Leisure Marching	Towards hosting the National Leisure Marching Event	Withdrawn	\$750 -\$1,000		\$5,279
	16-Mar	Kaiapoi Toy Library	LeapPad Academy Educational Tablet and Leap Frog LeapMove		\$810	\$500	\$4,779
	16-Mar	Rangiora Boxing Club	Towards medical care		\$500	\$500	\$4,279
	20-Apr	Chris Ruth Centre Trust	Towards a portable speaker	15-Jun-26	\$190	\$190	\$4,089
	20-Apr	North Canterbury Jamboree Scout Troop	Towards Pre-Jamboree camp	Declined	\$1,000	\$ -	\$4,089
	15-Jun	Kaiapoi Pony Club	St Johns Ambulence Services		\$750	\$ 750.00	\$3,339
	15-Jun	Menzshed	Purchase of a BBQ		\$500	\$ 500.00	\$2,839

Kaiapoi-Tuahiwi Community Board

Discretionary Grant Application

Information to assist groups with their application

The purpose of the Board discretionary grant 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. 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 community-based project groups, non-profit community 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.

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 a project summary that includes costs, and shows the areas where funds will be spent, fund raising the group has undertaken towards the project, and other sources of funding that have been accessed. Please note that your application will not be processed if the required financial information is not provided. The Board reserve the right to request additional information.

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/materials
✗ Debt servicing	✓ Toys/educational aids
✗ Payment for volunteers (including arrangements in kind e.g. 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	

- The Board supports a wide range of community activities. However, an 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).
- The Board will consider grant applications every month. Applications must be received at least four weeks before Board meeting dates to be processed on time.
- Grant funding will not be allocated for events/projects that have already occurred, i.e. retrospectively.
- Applications will only be accepted from community-based project groups, not-for-profit organisations, registered charities or incorporated societies. No application from an individual which benefits only one person will be accepted.
- Applications from Funding Committees and/or similar community-based groups associated with schools will be considered only if significant community benefit has been shown and proof is provided that the Ministry of Education does not fund the activity. However, schools themselves are not considered non-profit community-based organisations.
- Organisations predominately funded by the Central Government must provide supporting evidence that the requested grant will not be spent on projects that the Central Government should/do fund.
- Grant funding would primarily be limited to projects located within the Board's geographical area or providing a clear benefit to residents of the area. In exceptional circumstances, the Board may consider applications for projects outside its geographical area and, in such cases, would provide detailed reasons for exceeding its standard scope.
- Grants are generally limited to \$750 with a maximum of \$1,000 in any financial year (July to June). However, a group may apply twice a year, provided it is for different projects. The Board will only consider granting more than \$750 in exceptional circumstances and will provide detailed reasons for exceeding the set limit.
- The application should clearly state the purpose for which the funds will be used. It should be noted that the board will not fund ongoing or annual operating expenditure associated with the administration or running of the applicant's club organisation or club.
- The applicant should submit relevant financial information to prove they can deliver the project. Financial information should include a project budget, an organisational balance sheet/profit and loss, and a bank statement to enable the Board to make an informed decision.
- Applicants must declare any other funding sources for the proposed project for which funding is being sought, especially Council community grants, other Community Boards grants, and Enterprise North Canterbury funding.
- If the group does not provide the information to enable the grant to be paid within three months of approval of the grant being notified, the application will be regarded as closed, and funds will be released for reallocation by the Board.
- If funds are not spent on the specific project applied for within six months of the date of the event/project, the recipient will be required to return the funding to the Council.
- The Council must receive an Accountability Form within 20 working days after the event, completion of the project, or when the funds were spent outlining how the funds were applied. Relevant proof of purchase, such as receipts, bank statements, or invoices, must accompany the Accountability Form, and photos of the event or purchase are encouraged.
- Where possible, Boards request permission to use these photos on their Facebook page, the Council website, or other social media to encourage other community groups' participation.
- No new applications will be accepted until the Board receives the Accountability Form and relevant documentation for previous funding granted.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RDG-03-09 / 260722177126

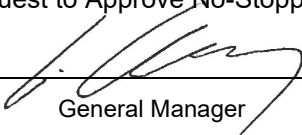
REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 21 September 2026

AUTHOR(S): Nithin Puthupparambil, Transportation Engineer
Joanne McBride, Roding and Transport Manager

SUBJECT: Request to Approve No-Stopping Restrictions on Courtenay Drive.

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


 General Manager


 Chief Executive

1. SUMMARY

- 1.1. This report seeks approval from the Kaiapoi-Tuahiwi Community Board to extend No-Stopping restrictions at Courtenay Drive on the north side of the road, from the existing restriction to the driveway to no. 104 Courtenay Drive (an extension of 18m).
- 1.2. Staff have received requests from a member of the public regarding vehicles parking at this section of Courtenay Drive, resulting in traffic travelling west to east being forced to cross the centre line to pass parked vehicles.
- 1.3. The available carriageway width is such that when parked vehicles are present, through traffic crosses the centreline when passing. This increases the risk of vehicle conflicts at the intersection.
- 1.4. Staff have undertaken a review of the location and determined that extending the No-Stopping restrictions on the north side of Courtenay Drive by 18 metres east of the existing restriction would reduce the frequency of vehicles crossing the centreline and help ensure the road operates safely and efficiently for all users.

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 260722177126.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities and Roding Committee:

- (b) **Approves** installation of an additional length of 18m of No-Stopping restrictions on the north side of Courtenay Drive, from the end of the existing No-Stopping restriction to the driveway to no. 104 Courtenay Drive.
- (c) **Notes** that targeted consultation was undertaken with the two adjacent properties regarding the proposed No-Stopping restrictions on Courtenay Drive, and that positive feedback was received.

3. **BACKGROUND**

- 3.1. Courtenay Drive is a local road that passes through both General Industrial and Medium Density Residential zoned areas. This section of road carries an average daily traffic volume of 822 vehicles and has an observed 85th percentile operating speed of 45 km/h.
- 3.2. The section of Courtenay Drive east of the existing No-Stopping restrictions, near the railway crossing, has a 9 m wide carriageway. Due to the level crossing and median refuge islands with associated warning bells, the carriageway is marked into two 4.5m lanes for two-way traffic movement.
- 3.3. The resulting lane width of approximately 4.5m is not sufficiently wide to fit two vehicles. When vehicles are parked in this section of road, eastbound traffic crosses the centreline to pass parked vehicles (refer Figure 1 below).



Figure 1 – Vehicles crossing centreline when cars parked at the proposed location.

4. **KEY ISSUES**

- 4.1. Staff have received a service request regarding vehicles parking on the north side of Courtenay Drive, east of the existing No-Stopping restrictions and between the railway crossing and Kaikanui Street. Vehicles parked in this location reduce the effective road width and in response eastbound traffic moves across the centreline to pass.
- 4.2. This can could create a potential conflict with vehicles exiting Kaikanui Street, which will be looking right for oncoming cars as they exit, then encountering an east-bound vehicle partially in their lane.
- 4.3. In addition, when travelling east on Courtenay Drive, the through road has a sweeping left hand bend, which restricts sight lines.
- 4.4. It is noted that the available carriageway width at this location does not provide sufficient space to accommodate both on-street parking and two-way traffic movements. On the north side of Courtenay Drive, the presence of the nearby railway crossing infrastructure and median island limits the area available for eastbound vehicles to manoeuvre likely influencing the lower operating speed along Courtenay Drive. While the south side of the road has a similar carriageway width, it does not present the same risk as west bound vehicles approaching the railway crossing are slowing, sight lines are not constrained by the road geometry, and there is no side-road conflict equivalent to vehicles exiting Kaikanui Street.

- 4.5. Site inspections confirm that vehicles parking in this location can result in vehicles crossing the centreline to continue through the area. Observation was undertaken across multiple days and nights and noted low on-street parking demand at this location.

5. **OPTIONS**

- 5.1. To mitigate these safety concerns, it is recommended that the existing No-Stopping restrictions on the north side of Courtenay Drive be extended for a length of 18 metres east from the end of the existing restriction to the driveway to no. 104 Courtenay Drive.
- 5.2. This extension will reduce the need for vehicles to cross the centreline, improve visibility and manoeuvrability at the adjacent intersection.



Figure 2 – Proposed extends of no stopping restrictions, Courtenay Drive.

- 5.1. The Kaiapoi-Tuahiwi Community Board has the following options available to them:
- 5.2. Option One: Approve the extension of No Stopping restrictions on Courtenay Drive.

This option would have the Kaiapoi-Tuahiwi Community Board recommend that the Utilities and Roading Committee approve the installation of No-Stopping restrictions as shown in Figure 2.

This is the recommended option as it reduces the need for vehicles travelling west to east to cross the centre line, and improves safety for all road users.

- 5.3. Option Two: Retain the status quo.

This option would result in no changes to the current No-Stopping restrictions.

This is not the recommended option as “status quo” on-street parking in this location will continue to result in through traffic crossing the centreline, reducing road safety and increasing the risk of conflicts, particularly in the vicinity of the railway crossing and adjacent Kaikanui Street T-intersection.

- 5.4. The Management Team has reviewed this report and supports the recommendations.

6. **STRATEGIC ALIGNMENT AND COMMUNITY VIEWS**

Mana Whenua Engagement

- 6.1. The subject matter and/or recommendations contained within this report are not likely to be of interest to mana whenua.

Groups, Organisations and the Wider Community

- 6.2. There are groups, organisations, or members of the wider community likely to be affected by, or to have an interest in, the subject matter of this report.

Residents of no. 104 Courtenay Drive, and the businesses operating on 37 Kaikanui Street and 112 Courtenay Drive has been consulted in person and over the phone by staff, soliciting their feedback on the restrictions. All the feedback received was positive.

Implications for Community Wellbeing

- 6.3. There are implications on community wellbeing by the issues and options that are the subject matter of this report. The proposed extension to the No-Stopping restrictions is intended to maintain safe and efficient operation of the road corridor by reducing conflicts between different road users.

Community Outcomes and Strategic Priorities

- 6.4. The Council's community outcomes are relevant to the actions arising from recommendations in this report.
- Our community has equitable access to the essential infrastructure and services required to support community wellbeing.
 - Enterprises are supported and enabled to succeed.
 - Infrastructure and services are sustainable, resilient, and affordable. There is a safe environment for all.
- 6.5. The Council's Strategic Priorities are relevant to the actions arising from recommendations in this report.
- Improve transportation options across the district by working to reduce congestion, providing alternative transport options, and ensuring the choices cater to a range of accessibility needs.

7. OTHER IMPLICATIONS AND RISK MANAGEMENT

Financial Implications

- 7.1. There are financial implications for the decisions sought by this report.
- 7.2. Funding is currently provided within the Annual / Long Term Plan.
- 7.2.1. There are minimal costs associated with installing no-stopping lines along these streets, as the work involved is line marking. The total cost is estimated to be less than \$100, which can be accommodated within the Road Maintenance budgets (Pavement Marking GL 10.270.582.2500).

Community Resilience and Sustainability

- 7.3. The recommendations in this report do not have sustainability or climate change impacts.

Risk Management

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

Health and Safety

- 7.5. There are health and safety risks arising from the adoption/ implementation of the recommendations in this report.

The safety of all road users is important. Vehicles parking on the north side of Courtenay Drive reduces road width, pushing traffic to cross the centreline and increasing conflict risks, particularly at the nearby T-intersection. Extending the No-Stopping restrictions will improve safety by preventing parking and reducing centre line encroachment.

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

8. **CONTEXT**

Consistency with Policy

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

Authorising Legislation

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

Authorising Delegations

- 8.3. As per Section 3 of the Waimakariri District Council's Delegations Manual, the Kaiapoi-Tuahiwi Community Board has the delegated authority to consider matters within its ward area.

The Utilities and Roading Committee has the delegated authority to approve No Stopping restrictions.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RDG-03-09 / 260625151099

REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 21 September 2026

AUTHOR(S): Nithin Puthupparambil, Transportation Engineer
Joanne McBride, Roding and Transport Manager

SUBJECT: Approval of Consultation on Mobility Parking Programme

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

General Manager

Chief Executive

1. SUMMARY

- 1.1. This report seeks a recommendation from the Kaiapoi-Tuahiwi Community Board to consult on the installation of a new mobility car park on Williams Street, in the Kaiapoi town centre.
- 1.2. Mobility parking permit holders often need to park in close proximity to their destinations in order to maintain independent access to services within the town centre. The Waimakariri District Council Parking Strategy aims to ensure that mobility parking spaces are provided in suitable numbers and locations, particularly where off-street parking is unavailable within 200 m of an accessible route.
- 1.3. The number of mobility permits issued within the Waimakariri District has increased steadily over recent years, with long-term permits rising by approximately 25% between 2019 and 2024. This demand is also influenced by the aging population in the Waimakariri District, which has a higher median age than the national average and a growing proportion of residents aged 65 and over.
- 1.4. A review of the condition, usage, and demand of mobility car parks in the Kaiapoi town centre was undertaken as part of the Parking Management Plan and following service requests from the public and Waimakariri Access Group. Staff also surveyed mobility parking occupancy in the town centre on street mobility car parks in 2024-25.
- 1.5. Based on the car park review and occupancy surveys, a programme of car park upgrades and additions has been developed by staff to cater to the increasing demand for mobility car parks. If approved, upgrades of existing car parks will be undertaken through the Minor Works Programme.
- 1.6. Targeted consultation with town centre businesses and landowners and a public-facing survey are recommended to gather feedback from the community on the recommended additional mobility car park, (which would be removed from the supply of on-street parking available to the general public).
- 1.7. The New Zealand Transport Agency recommends that mobility parking be applied at all times as by default, mobility restrictions only apply from 8am to 6pm (excluding public holidays) by the Road User Rule. This reflects the need for mobility permit holders to park close to their destinations regardless of the time of day. It is proposed that this mobility parking consultation include feedback on mobility parking restrictions being extended to at all times as per NZTA recommendations.
- 1.8. In summary the consultation is proposed to include the following changes:
 - Conversion of one P60 car park at 129 Williams Street into a mobility car park
 - Applicability of mobility car parks changed to 24 hours, 7 days/week (instead of between 8 am and 6 pm on days other than public holidays which is the default in the Road User Rule)

Attachments:

- i. Mobility Parking Programme Plans (TRIM no. 251112215054)
- ii. Proposed Kaiapoi town centre mobility parking consultation (TRIM no. 260825251927)

2. **RECOMMENDATION**

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 260625151099.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the District Planning and Regulatory Committee:

- (b) **Approves** targeted consultation on the establishment of one new mobility park in the Kaiapoi town centre and the change in applicability of mobility parks to 24 hours, 7 days/week.
- (c) **Notes** that a similar targeted consultation will be undertaken for the Rangiora town centre.
- (d) **Notes** that three (3) mobility parks on Charles Street, Kaiapoi, identified in this programme, have been already upgraded as part of a previous project.

3. **BACKGROUND**

- 3.1. Mobility car parks support accessible travel for people with mobility impediments and are regulated under the Land Transport Act 1998, Land Transport (Road User) Rule 2004, and NZTA's Traffic Control Devices Manual.
- 3.2. Design and placement of mobility parks are guided by NZS 4121:2001. According to the CCS Disability Action, the number of mobility permits issued within major suburbs of the Waimakariri District has increased steadily over recent years, with long-term permits rising by approximately 25% between 2019 and 2024. This demand is also influenced by the aging population in the Waimakariri District, which has a higher median age than the national average and a growing proportion of residents aged 65 and over, likely increasing demand for accessible transport and parking.
- 3.3. The WDC Parking Strategy prioritizes mobility parking, recognizing its importance in enabling independent access to town centres, medical or health-related facilities, community facilities, and essential services. The strategy aims to ensure that mobility parking spaces are provided in suitable numbers and locations, particularly where off-street parking is unavailable within 200m of an accessible route. It also specifies that these spaces should be clearly visible, enforceable, and regularly reviewed to accommodate changes in demand, development patterns, and community needs.
- 3.4. The Kaiapoi Parking Management Plan classifies mobility parking as an essential priority category, ensuring spaces are conveniently located for permit holders. The plan focuses on balanced allocation and regular review of the number, location, and design of mobility spaces to meet current and future demand as town centres expand. It aims to align mobility parking with overall parking policies, applying regular updates to preserve accessibility, safety, and convenience for people with mobility needs across the district.
- 3.5. An audit of existing mobility parking spaces was carried out to evaluate their compliance, condition, utilisation, and overall suitability. To capture varying demand, the audit included a utilisation survey conducted over a selection of days in both summer and winter, including weekdays and weekends in 2024. The assessment considered factors such as:
 - Proximity to key destinations
 - Compliance with current design and marking standards
 - Visibility and clarity of signage and road markings

- Physical accessibility, including gradients and connections to adjacent footpaths

The audit highlighted locations that meet current standards, as well as areas where upgrades, relocation, or additional spaces may be needed to better serve users and align with best practice.

- 3.6. A review of service requests related to mobility parking helped to identify trends, concerns, and areas of high demand. These requests covered issues such as availability, location suitability, misuse, and enforcement. The Waimakariri Access Group also provided feedback regarding the condition and demand for the mobility parking spots.

4. **KEY ISSUES**

- 4.1. Staff have received service requests regarding the following:

- Lack of public mobility parking on Williams Street, near the Fenwicks Unichem Pharmacy and Kaiapoi Library and Service Centre.

- 4.2. 129 Williams Street

Williams Street south of the Kaiapoi River experiences high parking demand; however, there is a lack of on-street mobility parking within this area. The western side has essential services, including a bank and pharmacy, while the eastern side has the Kaiapoi Library and Service Centre. The absence of on-street mobility parking in close proximity to these facilities limits safe and equitable access for people with mobility issues.



Figure 1: Existing on-street parking outside 129 Williams Street

To improve accessibility to essential services, it is recommended that one existing on-street car park located in front of the pharmacy be converted to a dedicated mobility car park, incorporating an appropriate kerb cut-down, compliant signage, and road markings.



Figure 2: Proposed accessible parking location in front of 129 Williams Street

4.3. Mobility Parking Applicability

- 4.4. The Land Transport (Road User) Rule 2004, section 6.4(2) notes “A sign that imposes a parking restriction and incorporates the symbol “P” [e.g., a disabled parking sign], applies between the hours of 8 am and 6 pm on days other than public holidays, unless otherwise specified on the sign or on a supplementary sign.” That is to say, mobility parking restrictions only apply between 8am and 6pm (excluding public holidays).
- 4.5. Since December 2024, the New Zealand Transport Agency (NZTA) has recommended that mobility parking signs include the legend “at all times” to extend applicability of their restricted use to all times. This reflects the need for mobility permit holders to park close to their destinations regardless of time of day.
- 4.6. At present, none of the mobility parking within the District is signed to apply at all times. It is proposed that this mobility parking consultation include the option for feedback on mobility parking applicability being extended to at all times as per NZTA recommendations.

5. OPTIONS

- 5.1. The Community Board has the following options available to it:

5.2. Option 1 – Recommend consultation on the following:

- Conversion of one P60 car park at 129 Williams Street into a mobility car park
- Applicability of mobility car parks changed to 24 hours, 7 days/week (instead of between 8 am and 6 pm on days other than public holidays which is the default in the Road User Rule)

This is the recommended option because it gathers feedback from the community on appropriate access to community facilities, health services, and essential services for all residents.

5.3. Option 2 – Decline the request to consult and retain the status quo

- 5.4. This option would involve making no changes to existing parking arrangements. This is not the recommended option because it perpetuates accessibility challenges and safety concerns for mobility-impaired individuals.

- 5.5. The Management Team has reviewed this report and supports the recommendations.

6. STRATEGIC ALIGNMENT AND COMMUNITY VIEWS

Mana Whenua Engagement

- 6.1. The subject matter and/or recommendations contained within this report are of interest to mana whenua. As such, Council staff have taken the plans to a Runanga Liaison meeting and also engaged with Whitiara Centre Limited, as key advisors to Te Ngai Tūāhuriri Runanga, who were supportive of the programme.

Groups, Organisations and the Wider Community

- 6.2. There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. Staff consulted with Waimakariri Access Group both before development of the programme and with the resulting proposal; they were generally supportive of the proposal.
- 6.3. The wider community is not likely to be affected by, or to have an interest in the subject matter of this report. The proposed parking changes are considered to be a localised operational issue and as such a targeted consultation is recommended.
- 6.4. Targeted consultation with directly affected landowners and businesses is proposed as part of this report. This consultation is proposed to include letters dropped to businesses and landowners on Williams Street (Hilton Street to Raven Quay). The consultation material will also be made available on Council's website so that feedback from the wider public can be gathered.
- 6.5. The proposed consultation area and questions are included in attachment ii – TRIM 260825251927.

Implications for Community Wellbeing

- 6.6. There are implications on community wellbeing by the issues and options that are the subject matter of this report. Provision of appropriate parking controls for all road users helps provide safe access for residents and visitors to the district.

Community Outcomes and Strategic Priorities

- 6.7. The Council's community outcomes are relevant to the actions arising from recommendations in this report.
- Environmental: a place that values and restores our environment
 - The natural and built environment in which people live is clean, healthy and safe.
 - Economic: a place that is supported by a resilient and innovative economy
 - Infrastructure and services are sustainable, resilient, and affordable.
- 6.8. The Council's Strategic Priorities are relevant to the actions arising from recommendations in this report.
- Enhance community wellbeing, safety, inclusivity and connectedness
 - Advance an integrated and accessible transport network

7. OTHER IMPLICATIONS AND RISK MANAGEMENT

Financial Implications

- 7.1. There are no financial implications of the decisions sought by this report. The proposed consultation would be carried out as part of the routine duties of staff.
- 7.2. There are financial implications in implementing the physical changes to infrastructure for the new mobility parks as proposed if changes were to proceed beyond this first consultation phase. There has been a budget allocation within the Minor Safety Programme to help cover these costs.

Community Resilience and Sustainability

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

Risk Management

- 7.4. There are risks arising from the adoption/implementation of the recommendations in this report.
- 7.5. There is a risk of negative feedback from portions of the community for any parking changes in the high-demand town centre environs. Undertaking consultation will ensure that community feedback is gathered and considered in the decision-making process.

Health and Safety

- 7.6. There are no health and safety risks arising from the adoption / implementation of the recommendations in this report.
- 7.7. There are health and safety risks in implementing the new changes as proposed, if changes were to proceed beyond this first consultation phase.

8. CONTEXT

Consistency with Policy

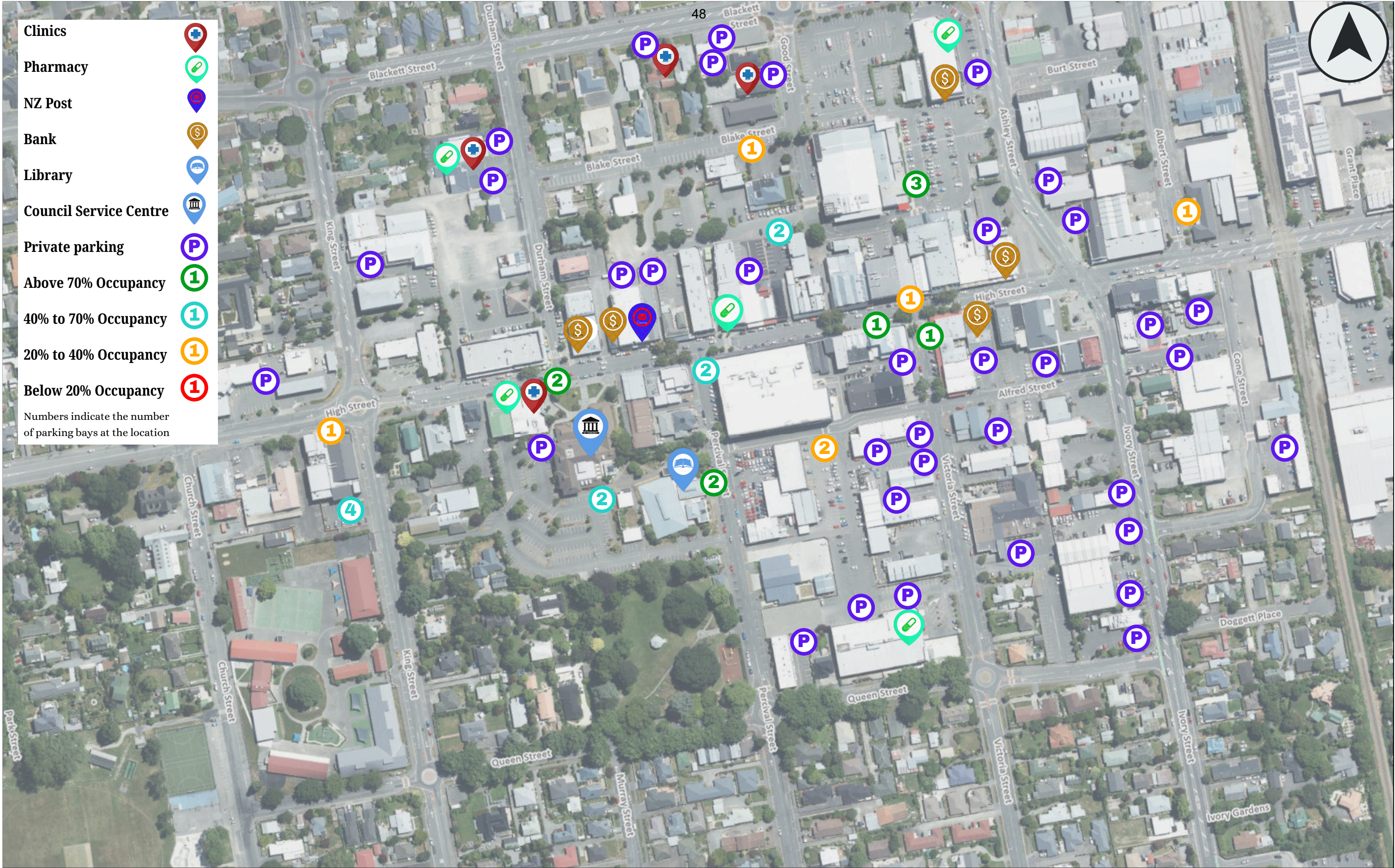
- 8.1. This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.

Authorising Legislation

- 8.2. Section 2 of the Land Transport Rule: Traffic Control Devices requires a Road Controlling Authority to "authorise and, as appropriate, install or operate traffic control devices."
- 8.3. Section 12.4 allows that "a Road Controlling Authority may restrict the parking of vehicles by designating an area of road for reserved parking [e.g., for disabled permit holders], which may be time restricted."

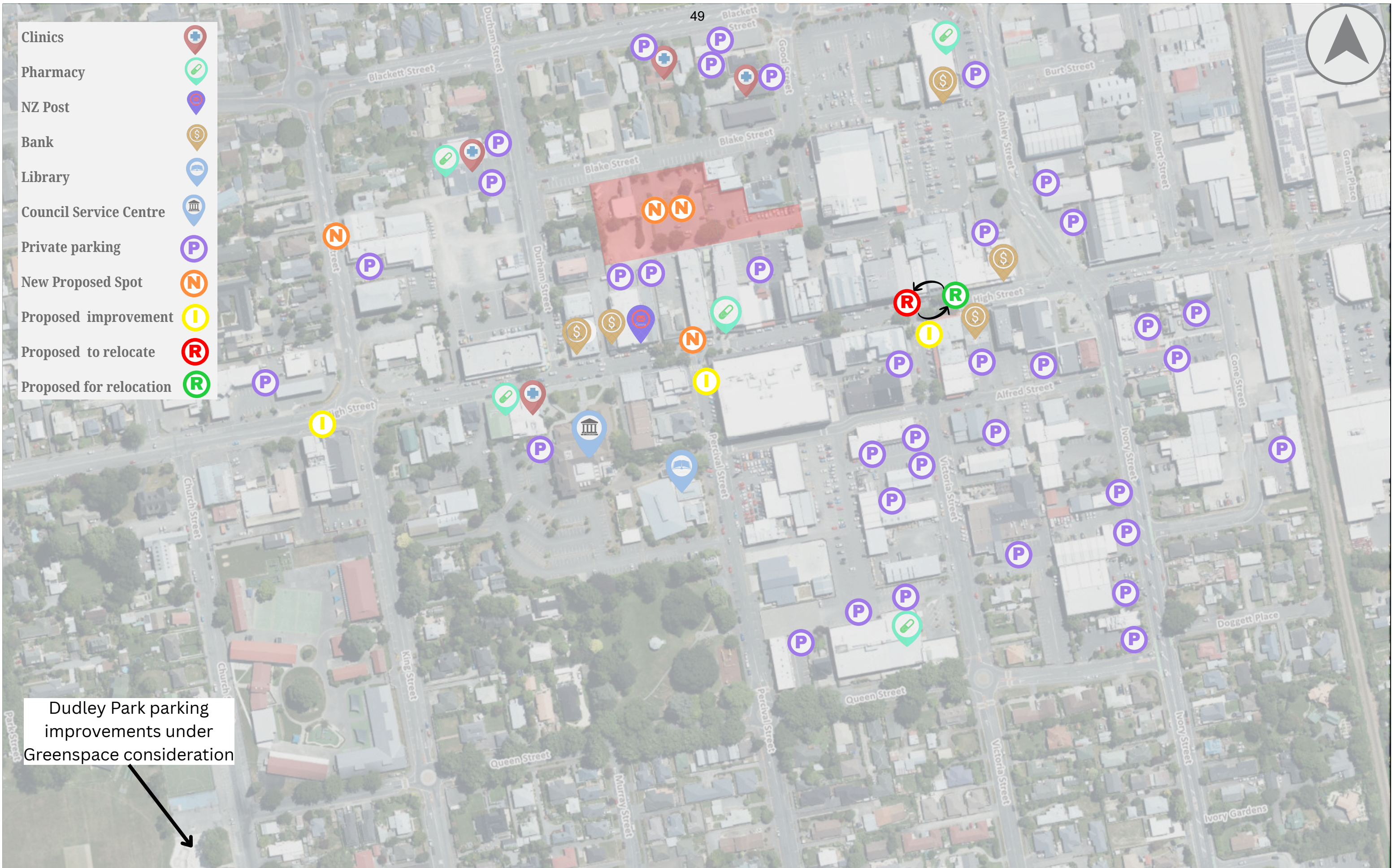
Authorising Delegations

- 8.4. As per Section 3 of the Waimakariri District Council's Delegations Manual, the Community Board has the delegated authority to recommend the establishment of parking restrictions on streets within its ward areas.
- 8.5. The District Planning and Regulation Committee has the delegated authority to approve consultation on parking restrictions.



Rangiora Town Centre Mobility Parking Current Occupancy

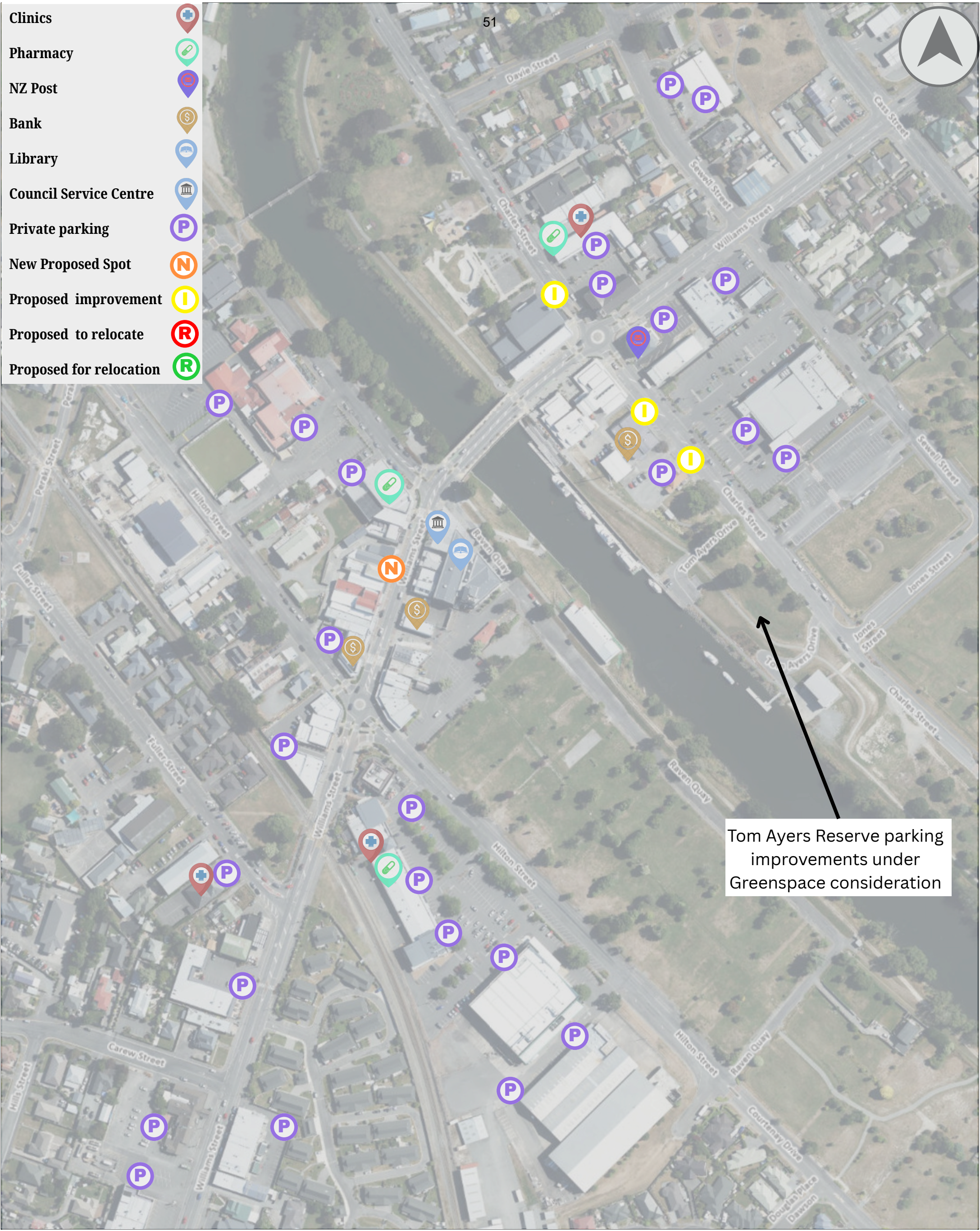
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Credits:
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Rangiora Town Centre Proposed Changes to Mobility Parking

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nithin.puthupparambil@wmk.govt.nz
Waimakariri District Council
Date: 30/01/2025
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Proposed Kaiapoi town centre mobility parking consultation DRAFT

Consultation area



Consultation questions

1. Do you support conversion of one existing P60 car park in front of 129 Williams Street into a mobility car park?
2. Do you support mobility parking restrictions being in place 24 hour / 7 days per week rather than the existing 8am-6pm times other than on public holidays?
3. Do you have any other comments on public mobility parking around the Kaiapoi town centre?

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RDG-32-25-02 / 260825251301

REPORT TO: KAIAPOI TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 21 September 2026

AUTHOR(S): Kieran Straw – Civil Project Team Leader
Joanne McBride – Roading and Transportation Manager

SUBJECT: Relocation of Bus Stops – Williams Street

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


 General Manager


 Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to seek the Kaiapoi Tuahiwi Community Board's approval for the relocation of two bus stops on Williams Street, that service the 95 Route. The two existing bus stops to be relocated are:
 - 1.1.1. Bus stop No. 13811 (Northbound) – Currently outside the Kaiapoi Golf Club, opposite No. 11 Yellowlees Drive (Williams Street frontage) to be relocated approximately 130m north to opposite No. 414 Williams Street.
 - 1.1.2. Bus stop No. 42260 (Southbound) – Currently outside No. 11 Yellowlees Drive (Williams Street frontage) to be relocated approximately 130m north to southern boundary of No. 414 Williams Street.
- 1.2. Based on typical travel patterns to and from the south, bus stop No. 42260 is the “boarding” stop, while stop No. 13811 is the “disembarking” stop.
- 1.3. Bus stop No. 42260 is included in the 3-year programme to receive a new bus shelter. Investigations show that this bus stop is poorly located, with a distance of 515m to the next bus stop to the north, and 250m to the next bus stop to the south.
- 1.4. Relocating this bus stop approximately 130m to the north will provide a better, consistent spacing between bus stops.
- 1.5. Relocation of the corresponding disembarking bus stop is recommended to be carried out at the same time to retain the stops as a pair.
- 1.6. Relocating the bus stops also has the advantage of moving the stop closer to the walkway into the Sovereign Palms subdivision, and closer to the local services including a Day Care, Café and Restaurant.

Attachments:

- i. Site Location Plans (Trim No. 260904268333).

2. **RECOMMENDATION**

THAT the Kaiapoi Tuahiwi Community Board:

- (a) **Receives** Report No. 260825251301.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities and Roading Committee:

- (b) **Approves** the relocation of existing Bus Stop No. 13811 (northbound) to locate opposite No. 414 Williams Street.
- (c) **Approves** the relocation of existing Bus Stop No. 42260 (southbound) to locate at the southern boundary of No. 414 Williams Street.
- (d) **Notes** that as per Section 339 of the Local Government Act 1974, all impacted properties have been consulted on the relocation of the bus stop, and installation of the proposed bus shelter and that minor changes to the exact location were made as a result of this consultation.
- (e) **Notes** that Environment Canterbury have been consulted on the proposal, and they have no concerns.
- (f) **Notes** that should the recommendations of this report be approved, staff will proceed with the relocation of the bus stops, and the installation of the concrete foundation slab for the proposed bus shelter within the 2026 / 27 year, but that the installation of the shelter will not proceed until the 2027 / 28 year.

3. **BACKGROUND**

- 3.1. The new passenger transport infrastructure programme primarily focuses on the installation of new seating, and bus shelters at existing bus stop locations. The programme is developed based on Environment Canterbury boarding numbers, with higher use stops siting higher in the programme. The scope of the project typically excludes a review of the bus stop locations themselves.
- 3.2. Bus Stop No. 42260 has been included within the current three-year programme, and as part of the early investigations of the project, the adjacent property owner at 11 Yellowlees Drive was issued with a letter outlining the intent to install a shelter on the existing footpath outside their property.
- 3.3. Bus Stop No. 42260 is the south-bound stop located on the Williams Street frontage, outside No. 11 Yellowlees Drive. Bus Stop No. 13811 is on the opposite side of Williams Street, northbound. Image below shows the location of the existing pair of bus stops, looking South.



Figure 1: Existing Bus Stops (looking south)

- 3.4. The resident of No. 11 Yellowlees Drive objected to the installation of a shelter outside their property. As per Section 339 of the Local Government Act 1974, should a resident object, Council normally would take the objection to a Hearing for a decision.
- 3.5. In this instance, before committing to the hearing process, staff conducted a review of the existing bus stop location and noted that bus stop spacing along the Williams Street route was inconsistent, with the next bus stop to the north located 516m away, while the next to the south was just 250m away.
- 3.6. Staff then identified an alternative location for the bus stop that evenly splits the distance between the bus stops to approximately 383m in each direction.
- 3.7. The proposed bus stop location also has the added benefit of being located adjacent to the walkway between Yellowlees Drive and Williams Street immediately adjacent to the Sovereign Star Preschool located at No. 414 Williams Street. This location provides a direct link to residents within this catchment of Sovereign Palms, as well as local café and restaurant.
- 3.8. The Sovereign Star Preschool is therefore the only impacted property adjacent to this proposed bus stop location. A letter was issued to the preschool as per under Section 339 of the Local Government Act 1974. Details of this consultation is documented within Section 4.1 below.
- 3.9. The corresponding north-bound bus stop is also proposed to be relocated. This bus stop is not included within the programme for a bus shelter, however the relocation of the bus stop is required to correct the bus stop spacing as per the south-bound stop, and to keep the bus stops as a “pair”. This means that bus riders will depart and alight in close proximity and don’t have a long walk to the paired bus stop. Image below shows the location of the proposed pair of bus stops, looking South.



Figure 2: Proposed Bus Stop Locations (looking south)

4. KEY ISSUES

- 4.1. Staff hand delivered the letter to the Sovereign Star Preschool. Their concern related to the proximity of the bus stop adjacent to the sleeping area within the pre-school. To mitigate this concern, the location of the stop was moved slightly towards the south, locating the bus shelter itself at the southern boundary of No. 414 Williams Street. The Pre-school Manager was satisfied that this amendment to the proposed location mitigated their concerns, and the matter has been resolved.
- 4.2. The installation of a bus stop impacts the use of the on-road parking. On-road parking demand at both the existing bus stop and the proposed location is low. Both properties (No. 11 Yellowlees Drive, and No 416 Williams Street) have both Williams Street and Yellowlees Drive frontages. The Preschool also has further on-site parking, and parents generally do not park on Williams Street.

- 4.3. Bus patrons from the Magnolia Boulevard catchment currently likely use Bus Stop No.42260 at its current location. This stop is located 105m north of the Magnolia Boulevard intersection. For these patrons, the recommendations within this report will result in an additional 20m walk to reach Bus Stop No.42241, which is located 125m south of the Magnolia blvd intersection.
- 4.4. The relocation of Bus Stop No. 42260 will result in the existing bus stop seat being left in place. There are many examples of former bus stops throughout the district that have seats left in place. There have been no reported cases of bus patrons using redundant stops.
- 4.5. The existing bus stops do not include any pavement marking to be removed. To assist in the reinforcement of the new location, it is proposed to install line marking to demarcate mark the relocated bus stop outside No. 416 Williams Street.

5. **OPTIONS**

- 5.1. The Board have the following options available to them:

5.1.1. Option One: Decline the request to relocate the Bus Stops (not Recommended)

This option would result in the bus stops remaining in their current locations. The proposed installation of the bus shelter would be the subject of a future report with a request to proceed to a Hearings process. This option would retain both of the existing bus stop locations, in the existing locations.

This option is not recommended, as a review of the distance between existing bus stop locations has shown that these stops are currently poorly located and this represents an opportunity to correct the spacing and improve accessibility to the bus route for residents within this catchment of Sovereign Palms.

It is likely that this option would be formally opposed which will result in the need to undertake a formal Hearing process. Within this process, alternative solutions, such as relocation of the bus stop would need to be considered and, in this case, presented as a viable option.

5.1.2. Option Two: Approve the relocation of the Bus Stops (**Recommended Option**)

This option would see both the north-bound, and the south-bound bus stops relocated approximately 130m north of their current locations and allow for the concrete foundation slab for the proposed bus shelter to be poured ahead of the shelter installation, which is planned for the 2027/28 year. This is the recommended option.

- 5.2. The Management Team has reviewed this report and supports the recommendations.

6. **STRATEGIC ALIGNMENT AND COMMUNITY VIEWS**

Mana Whenua Engagement

- 6.1. The subject matter and/or recommendations contained within this report are not likely to be of interest to mana whenua.

Groups, Organisations and the Wider Community

- 6.2. There are groups, organisations, or members of the wider community likely to be affected by, or to have an interest in, the subject matter of this report.

Relocation of these bus stops approximately 130m north from the existing location will locate this bus stop in a more convenient location for residents of Sovereign Palms, within the catchment of these bus stops.

Implications for Community Wellbeing

- 6.3. There are implications on community wellbeing by the issues and options that are the subject matter of this report.

Providing convenient and accessible bus stops encourages use of public transport, reducing economic impacts associated with the use of private motor vehicles.

Community Outcomes and Strategic Priorities

- 6.4. The Council's community outcomes are relevant to the actions arising from recommendations in this report.
- Infrastructure and services are sustainable, resilient, and affordable.
 - Our communities are able to access and enjoy natural areas and public spaces.
 - People are supported to participate in improving the health and sustainability of our environment.
- 6.5. The Council's Strategic Priorities are not relevant to the actions arising from recommendations in this report.

7. OTHER IMPLICATIONS AND RISK MANAGEMENT

Financial Implications

- 7.1. There are financial implications for the decisions sought by this report.
- 7.2. Funding is currently provided within the Annual / Long Term Plan.
- 7.2.1. There is \$28,000 allocated in the 2027/28 programme for the supply and installation of a bus shelter at this location. This estimate includes an allowance for the construction of a concrete foundation slab required.
- 7.2.2. The costs associated with the relocation of the bus stop(s) are minimal, with costs limited to the relocation of signage, and temporary signage to be installed at the existing stop once de-commissioned. It is proposed to leave the existing concrete slab, and seat in place at the existing stop. This is in line with other now redundant bus stops throughout the district.
- 7.2.3. If the predicted expenditure in the 2026/27 year is "on track", consideration will be given to constructing the concrete slab for the proposed shelter as part of the 2026/27 programme of works.

Community Resilience and Sustainability

- 7.3. The recommendations in this report do have sustainability and/or climate change impacts.

Ensuring bus stops are located correctly encourages use of both active "last mile" transport and use of passenger transport. These modes of transport reduce reliance of private motor vehicles, and reduce carbon emissions.

Risk Management

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

Health and Safety

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

8. CONTEXT

Consistency with Policy

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

Authorising Legislation

- 8.2. Section 339 of the Local Government Act applies to this report.
- 8.3. Section 2 of the Land Transport Rule: Traffic Control Devices requires a Road Controlling Authority to "authorise and, as appropriate, install or operate traffic control devices."

- 8.4. Section 12.4 allows that "a Road Controlling Authority may restrict the parking of vehicles by designating an area of road as a loading zone [for various classes of vehicles, including buses] to which a time restriction may also apply."

Authorising Delegations

- 8.5. Per Part 3 of the Waimakariri District Council Delegations Manual, the Community Board has the delegated authority to approve traffic control and constraint measures on streets.
- 8.6. Per Part 2 of the Waimakariri District Council Delegations Manual, the Utilities and Roding Committee enjoys all powers granted to a standing committee and are responsible for Roding matters.



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	SS	KS	---	02/09/2026

SURVEYED	---	--/--/2025	PROJECT No	PD001794
DRAWN	SS	01/09/2026	CON No	CON20----
DRAWING CHKD	KS	03/09/2026	SCALE (A3)	1:2000
DESIGNED	SS	02/09/2026	DATUM ORIGIN	
DESIGNED CHKD	KS	03/09/2026	HORIZONTAL	NZTM GD2000
APPROVED	---	--/--/2025	VERTICAL	NZVD 2016



PROJECT	WILLIAMS STREET KAIAPOI BUS STOP # 42260
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SHEET TITLE	---
EXISTING LOCATION - LAYOUT	---

FOR APPROVAL NOT FOR CONSTRUCTION	
DRAWING	4788
SHEET	REVISION
1	A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	SS	KS	---	02/09/2026

SURVEYED	---	--/--/2025	PROJECT No	PD001794
DRAWN	SS	01/09/2026	CON No	CON20----
DRAWING CHKD	KS	03/09/2026	SCALE (A3)	1:2000
DESIGNED	SS	02/09/2026	DATUM ORIGIN	
DESIGNED CHKD	KS	03/09/2026	HORIZONTAL	NZTM GD2000
APPROVED	---	--/--/2025	VERTICAL	NZVD 2016



PROJECT	WILLIAMS STREET KAIAPOI BUS STOP # 42260
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SHEET TITLE	---
PROPOSED RELOCATION - LAYOUT	---

FOR APPROVAL NOT FOR CONSTRUCTION	
DRAWING	4788
SHEET	REVISION
2	A



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	SS	KS	---	02/09/2026

SURVEYED	---	--/--/2025	PROJECT No	PD001794
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DESIGNED	SS	02/09/2026	DATUM ORIGIN	
DESIGNED CHKD	KS	03/09/2026	HORIZONTAL	NZTM GD2000
APPROVED	---	--/--/2025	VERTICAL	NZVD 2016



PROJECT	WILLIAMS STREET KAIAPOI BUS STOP # 42260
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SHEET TITLE	---
EXISTING RELCOATION DETAILS	---

FOR APPROVAL NOT FOR CONSTRUCTION	
DRAWING	4788
SHEET	REVISION
3	A

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-26-08 / 260901260708

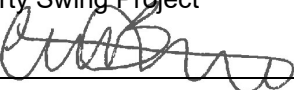
REPORT TO: Kaiapoi-Tuahiwi Community Board

DATE OF MEETING: 21 September 2026

AUTHOR(S): Grant Stephens, Design and Planning Team Leader
Martin Pugh, Community Development Facilitator

SUBJECT: Liberty Swing Project

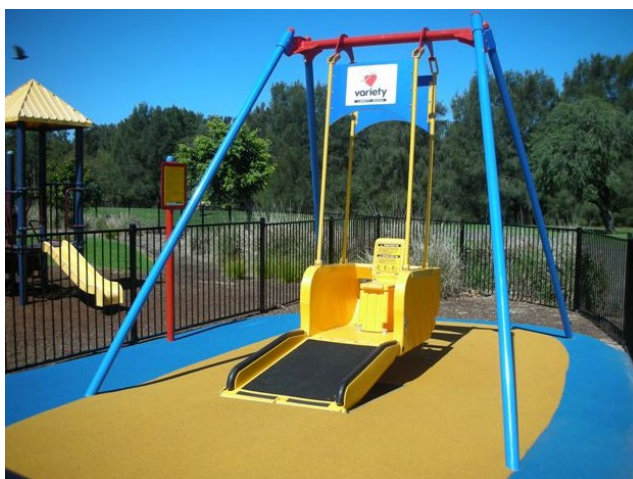
ENDORSED BY:
(for Reports to Council,
Committees or Boards)


General Manager


Chief Executive

1. SUMMARY

- 1.1 The purpose of this report is to seek the Kaiapoi-Tuahiwi Community Board's support for Darnley Square as the preferred location for a community-led proposal to install a Liberty Swing. The proposal has been developed by two local community organisations seeking to utilise Council reserve space to provide an accessible recreational facility for people with disabilities.
- 1.2 While the delegated authority to approve the provision of, and any necessary budget requirements for a liberty swing sits with Council, the Board have the authority to approve location and support the project for Council's consideration.
- 1.3 The Liberty Swing instalment is proposed by staff from the Chris Ruth Centre and Driving Miss Daisy, to provide swing play recreation for high needs disabled people in Waimakariri. This initiative aims to provide a safe, inclusive and accessible option for people in our community in wheelchairs. Caroline Spollen from the Chris Ruth Centre, close to the proposed site has highlighted with the Waimakariri Access Group the significant value a Liberty Swing would bring for the people they support at the Chris Ruth Centre. Liberty Swing installation is supported in principle by the Waimakariri Access Group, Council's official accessibility advisor.
- 1.4 A Liberty Swing is a purpose built and specialised accessible playground swing, designed specifically for wheelchair users and individuals with mobility impairments, as per photo below.



- 1.5 Presently, high needs disabled people in wheelchairs have limited ability to interact with our playground swings in Waimakariri. Traditional swings and basket swings lack the necessary support for high needs disabled people in wheelchairs to use safely. Installation of a Liberty Swing would align with the delivery of Goal 4 of the Inclusive Waimakariri Action Plan, which focuses on creating a more accessible district by ensuring everyone can access and enjoy public spaces, reserves, and playgrounds.
- 1.6 Greenspace staff have previously considered including a Liberty Swing in new playgrounds, however the cost of the asset has been prohibitive. This initiative will allow community partners to fundraise for the cost of the asset.
- 1.7 Approval of a preferred location does not constitute approval for construction, acceptance of a gifted asset, or future operational funding. These matters would be subject to a separate Council consideration once design and project planning have been completed.
- 1.8 Community partners intend to fundraise the total capital cost of the project, which is estimated to be \$100,000. Having support from WDC and an approved location will provide weight to funding initiatives. This could also be supported through council funding opportunities such as the Board's General Landscaping Budget in the future should the Board decide to do so.
- 1.9 Should the project proceed, staff will work with the community partners to develop a detailed project plan, including updated capital and lifecycle cost estimates, which will be presented to Council in a separate report for consideration before any final decision on asset ownership and future funding commitments is made.

Attachments:

- i. Presentation from Chris Ruth Centre and Driving Miss Daisy on the Liberty Swing project (Trim: 260915279047)

2. **RECOMMENDATION**

THAT Kaiapoi Tuahiwi Community Board

- (a) **Receives** Report No. 260901260708.
- (b) **Supports** the concept of the provision of a liberty swing at Darnley Square
- (c) **Approves** Darnley Square as the preferred location for the proposed Liberty Swing installation should the Council approve the provision of a liberty swing, noting that at the July meeting of Kaiapoi Tuahiwi Community Board it was confirmed that Darnley Square is not programmed for renewal in the foreseeable future.
- (d) **Notes**, this report is seeking support from the Board to provide recommendation to Council that this project is approved.
- (e) **Notes** that if the Board approve the location, staff will work with the Community partners to set out the responsibilities and timeframes of the project.
- (f) **Notes** that, should the project go ahead, maintenance of the asset is estimated at approximately \$3,000 per annum. It would also be expected that this asset would be included in Councils Levels of Service.
- (g) **Notes** that, based on an estimated useful life of 25 years, annual depreciation costs are expected to be approximately \$5,000 per year.

3. **BACKGROUND**

- 3.1. Caroline Spollen, manager at the Kaiapoi Chris Ruth Centre began advocating to Council for a Liberty Swing in 2022, through conversations with the Waimakariri Access Group (WAG). A Liberty Swing is a wheelchair accessible playground swing that allows children and adults in wheelchairs to experience a full swinging motion safely. This is shown in the image below:

3.2.



- 3.3. In 2024, staff workshopped with the WAG group the idea a Liberty Swing, how this would work, where it could possibly go and how it would be managed. This was due to consideration of potentially including a Liberty Swing in the playground design at the Kaiapoi Community Hub space, however it was decided that this was not the best location for a liberty swing.
- 3.5 Chris Ruth Centre and Driving Miss Daisy presented to the Kaiapoi Tuahiwi Community Board requesting that Council approve the installation of a Liberty Swing into Darnley Square. The community groups are proposing to fund the cost of the Liberty Swing, through grants, sponsorship and community fundraising. The current estimated project cost is \$100,000. The community groups involved both have commercial and fundraising experience and are able to raise, hold and manage these funds for this project.
- 3.6 Liberty Swings have an expected service life of approximately 20 to 25 years, subject to use and maintenance requirements. The benefits to users of Liberty Swings include experiencing positive emotional wellbeing bringing joy, laughter and freedom for users. In addition, users benefit from vestibular stimulation, core and upper body strength development, spatial awareness and the sensory input can positively influence posture, head control and muscle tone.
- 3.7 If approved by Council, regular maintenance of the swing would be supported through a dedicated budget line within Council's operational budgets. This approach allows for clearer financial planning and accountability, ensuring that maintenance activities are appropriately resourced and not absorbed into broader parks maintenance schedules. Additionally, depreciation would be accounted for to reflect the long-term asset management strategy, supporting future renewal planning and sustainable lifecycle funding.

- 3.8 Although a Liberty Swing is designed for a relatively small section of the community compared with traditional playground equipment, it provides a unique recreational opportunity that is otherwise largely unavailable to people with high support needs who use wheelchairs. The specialised nature of the equipment means utilisation rates may be lower than other playground assets; however, its value lies in providing equitable access to play and recreation for residents who currently have limited opportunities to participate in these activities within the district. The proximity of disability support services, including the Chris Ruth Centre, is also expected to support regular use of the facility

4 **KEY ISSUES**

- 4.1 The community groups will be responsible for all aspects of project delivery, including fundraising, grant applications, sponsorship, community fundraising, concept development, detailed design and engagement with required specialists and stakeholders. This project is proposed as a community led initiative with Council's role at this stage being limited to considering the preferred location and confirming in principle support for further project development.
- 4.2 Approval of Darnley Square Reserve as a preferred location, or approval of an alternative location would provide the community groups with a reasonable level of certainty to invest time and resources into fundraising and project development.
- 4.3 Given the community-funded nature of the project and the estimated capital cost of up to \$100,000. The community groups may require several years to complete fundraising and project development. A further report would be presented to the Community Board and Council once these stages have been completed and the project is ready for instalment.
- 4.4 Once a location has been approved, and the funds have been raised, Council staff would then work with the community groups to install the Liberty swing.

4.5 **Proposed locations for the Liberty Swing**

- 4.5.1 Two locations were considered by the Community Groups and the Greenspace staff: Darnley Square and Trousselot Park.

1. **Darnley Square**

Darnley Square has been identified by the Community Groups as the preferred location for the installation for the Liberty Swing. The reasons listed for this preferred location include:

- Established pathways with easy wheelchair access.
- Centrally located in Kaiapoi
- Close to Kaiapoi Aquatic Centre, Darnley Club, Wellbeing North Canterbury and Kaiapoi Toy Library.
- The majority of the users of the swing are likely to have a sensitivity to noise and too many people. Having a low sensory and quieter space to swing is paramount, to enable people to use it safely and calmly.
- Access keys for public use can be held at Kaiapoi Aquatic Centre, which is open 7 days a week and as a council owned facility has ongoing continuity as a location for keys. People would borrow the key from Kaiapoi Aquatic Centre and return after using.
- Accessible parking is available close to the location.

2. **Trousselot Park**

This was a suggestion from Greenspace staff for the following reasons.

- Accessible toilets available
- Co-located with the playground, rose garden, coreboard and mobility parking nearby
- Has the potential to create inclusion by having the swing near an existing playground.

- 4.5.2 Greenspace staff have reviewed both options and indicated that either would be supported and once funding is available and location approved, a detailed plan of exact locations could be designed and approved by the Community Board as per their delegations.
- 4.5.3 Based on feedback from the Community Partners, Darnley Square is a preferred location. Most importantly, as it is a low sensory environment, compared to Trousselot Park. This is an important consideration for many of the higher needs people, who are likely users of the equipment.

4.6 OPTIONS

- 4.6.1 Option 1 – Support the concept of a liberty swing with Darnley Square as the Preferred Location.

There is strong support for this option from the Community Groups involved as their preferred location for the Liberty Swing project. This location is supported by Greenspace. This would see the first liberty swing in our district and provide recreational opportunities for people whose disabilities prevent them from being able to play in our recreational spaces, due to lack of wheelchair access and lack of suitable equipment. Staff recommend this option

- 4.6.2 Option 2 – Support the concept of a liberty swing with Trousselot Park as the Preferred Location.

This is not the preferred option from the partners. While this option meets some criteria, it would not suit those with sensitivity to high sensory environments, which is common with high needs disabled people. This option would see the first liberty swing in our district and provide recreational opportunities for people whose disabilities prevent them from being able to play in our recreational spaces, due to lack of wheelchair access and lack of suitable equipment. Staff do not recommend this option

- 4.6.3 Option 3 – Support the concept of a liberty swing but request a different location.

While this would see a liberty swing provided within the district, it would take additional time and resourcing to find a different location and assess/gain board approval. This would delay the project. As there is an appropriate and supported location already identified by the partners, staff do not recommend this option

- 4.6.4 Option 4 – Do not support a liberty swing.

There is currently no Liberty Swing within the district which means that there are limited options for those in wheelchairs to experience swing play. This option would mean that people would have to travel outside of our district for this or, a similar proposal would need to be taken to a different community board. As the community partners are based in Kaiapoi, there is great benefit for their support and ability to fundraise if this is within their local community. Staff do not recommend this option.

- 4.7 The Management Team has reviewed this report and supports the recommendations.

5 STRATEGIC ALIGNMENT AND COMMUNITY VIEWS

Mana Whenua Engagement

- 5.1 The subject matter and recommendations contained within this report are not likely to be of interest to mana whenua.

Groups, Organisations and the Wider Community

- 5.2 There are groups, organisations, or members of the wider community likely to be affected by, or to have an interest in, the subject matter of this report. This includes Chris Ruth Centre, Driving Miss Daisy, Waimakariri Access Group, Idea Services, Rangiora High School Lighthouse Programme and Aspire Canterbury.

Implications for Community Wellbeing

- 5.3 There are implications on community wellbeing by the issues and options that are the subject matter of this report. The proposed Liberty Swing has the potential to contribute positively to community wellbeing by providing additional recreational opportunities for our disabled community, encouraging physical activity, supporting social interaction, and creating a dedicated space for high needs disabled people for people of all ages. Community partners have also identified benefits associated with family participation, community inclusivity and increased visitation to Kaiapoi.

Community Outcomes and Strategic Priorities

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

6.4.1 Social

- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.
- Council commits to promoting health and wellbeing and minimising harm to its communities.
- Our community has equitable access to the essential infrastructure and services required to support community wellbeing.

6.4.2 Cultural

- Public spaces express our cultural identities and help to foster an inclusive society.
- Waimakariri's diversity is freely expressed, respected and valued.

6.4.3 Environmental

- Our communities are able to access and enjoy natural areas and public spaces.

- 6.5 The following Council Strategic Priorities are relevant to the actions arising from recommendations in this report.

- 6.5.1 "Enhance community wellbeing, safety, inclusiveness and connectedness."

6 OTHER IMPLICATIONS AND RISK MANAGEMENT

Financial Implications

- 6.1 There are no direct financial implications for the decisions sought by this report. This report merely seeks approval for the potential location of a Liberty Swing. However, should the Board support the idea of a liberty swing and following approval of the location, the following financial implications will need to be considered by Council in a future report.

- 6.1.1 The project is estimated to cost approximately \$100,000 and this will be funded through external funding initiatives noting that this could also be supported through council funding opportunities such as the Board's General Landscaping Budget in the future should the Board decide to do so. Should the project proceed, staff will work with the community partners to develop a detailed project plan, including updated capital and lifecycle cost estimates, which will be presented to Council in a separate report for consideration before any final decision on asset ownership and future funding commitments is made.

- 6.1.2 This budget is not included in the Annual Plan/Long Term Plan. The proposal is not currently included within Council's adopted Levels of Service and no budget provision has been made for either operational costs or future renewals. Any future decision to accept the Liberty Swing as a Council asset and incorporate it into Council's service delivery framework would require formal Council approval. While the facility may be highly valued by the community, Council is not currently proposing to depreciate the asset as part of this proposal because it is not an existing Council Level of Service.

- 6.1.3 Should Council consider taking over the ownership of this asset, ongoing maintenance would be expected to cost \$3000 per annum. It would also be expected that this asset would be included in Councils Levels of Service, with depreciation expecting to cost \$5000 per annum, over a 25-year period.
- 6.1.4 Council could elect to take ownership of the asset and cover ongoing maintenance costs, while not depreciating the asset. At the end of its useful life, the asset would either need to be removed or replaced through community-led fundraising.

Community Resilience and Sustainability

- 6.2 The recommendations in this report do not have sustainability and/or climate change impacts. The report relates to consideration of a preferred project location, and the progression of a community-led recreation project.

Risk Management

- 6.3 There are risks arising from the adoption/implementation of the recommendations in this report.

There is a risk that the Community Partners are unable to secure sufficient funding to deliver the project, community expectations regarding the timing and delivery of the facility, and potential concerns relating to noise, parking, safety, and the ongoing maintenance obligations associated with any future acceptance of the facility as a gifted asset. Vandalism is a particularly high risk, with play equipment often being targeted and levels of service being affected by damage. These risks can be mitigated through detailed design, stakeholder engagement, appropriate site planning, and future Council consideration of the final project proposal prior to construction commencing.

- 6.9 A potential concern is that a dedicated disability-specific facility may, for some users, reinforce a sense of difference and result in them feeling singled out rather than fully included in mainstream play experiences. However, it is important to note that the Chris Ruth Centre, representing many of the people most likely to benefit from the facility, has been a strong advocate for the installation of a liberty swing.

Health and Safety

- 6.4 There are no health and safety risks arising from the adoption/ implementation of the recommendations in this report as this is seeking the support of the Board and not final approval of the swing. There are potential risks of injury to users through accidents or inappropriate use of the facility. These risks would be mitigated through detailed design by suitably qualified professionals, compliance with relevant standards and guidelines, routine inspections and maintenance, appropriate signage, and the implementation of safe operating practices. The final design and associated health and safety considerations would be subject to further Council review before construction proceeds.

7 CONTEXT

Consistency with Policy

- 7.1 This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy. The recommendations do not commit Council to the construction of the facility or the acceptance of a gifted asset. Rather, they relate to consideration of the preferred location, and allowing the Community Partners to progress fundraising and project development.

Authorising Legislation

- 7.2 Local Government Act 2002
- 7.3 Reserves Act 1977

Authorising Delegations

- 7.4 The Kaiapoi Tuahiwi Community Board has delegated authority to approve the recommendations of this report.

While the Kaiapoi-Tuahiwi Community Board do not have the delegated authority to approve the provision of, and budget requirements for the liberty swing which sits with Council, the Board do have the authority to approve location and support for the project for Council's consideration.

<https://drive.google.com/file/d/1DLpTXMY4FqLbtyB5PB9QUj9nld3Uk5FP/edit>

Our vision

Our vision is to introduce the first wheelchair-accessible swing to the Waimakariri District. This will create an inclusive swing where children, teenagers, and adults using wheelchairs can experience the joy of swinging alongside friends, visitors, families, and carers. It will provide a place where families can create lasting memories together.

Why a wheelchair swing?

For many wheelchair users, visiting a playground means they cannot use the equipment.

A wheelchair-accessible swing provides:

- inclusion
- connection
- freedom
- dignity
- choice
- shared experiences
- happiness
- improved wellbeing
- community participation



Our Goals

- To promote participation rather than observation, so no one is left on the sidelines.
- Removing barriers by improving access to recreational facilities that are currently unavailable.
- To raise the funds needed to provide wheelchair users to experience having a swing in a playground.
- Bringing the community together through fundraising, partnerships with the Waimakariri Council, local organisations, and businesses to make this project a reality

Why it matters



- Every person deserves the opportunity to belong
- Many people who use wheelchairs are unable to experience playground equipment and are often left watching from the sidelines.
- Inclusive play promotes physical, emotional, and social wellbeing
- Whānau and friends can enjoy playgrounds together regardless of ability.
- A wheelchair swing would show Waimakariri's commitment to accessibility, inclusion, and belonging.

Proposed location Darnley Square Playground



- Established pathways.
- Easy access for wheelchair users
- Centrally located in Kaiapoi beside the Kaiapoi Aquatic Centre, Darnley Club, Toy Library, and Wellbeing Canterbury.
- A quieter area that supports people who may need a calmer environment.
- Access keys for public use of the swing at the Kaiapoi Aquatic Centre, which is located beside the proposed location
- Ample parking for wheelchair vehicles
- Centrally located in Kaiapoi

Fundraising opportunities

The community coming together to make inclusion possible

- Community fundraising events
- Local business sponsorship
- Grant applications
- Donations from families, organisations, and businesses.
- Give a little page

We are committed to raising the funds needed to bring the Liberty Swing to our community.



Liberty swing locations in New Zealand

- Wellington- Shortland Park, Island Bay
- Dunedin- Mosgiel Memorial Park
- Auckland-Cornwall park



These Liberty Swings were created through a partnership between the community, sponsors, and council.

Some councils throughout New Zealand have shown that inclusive play spaces are valued in the community. Waimakariri now has the opportunity to provide the same.

What we need from the Waimakariri council

We are seeking council support to help make a Liberty wheelchair swing a reality for our community.

We are requesting council approval for a wheelchair swing to be installed

Approve our location of choice

To collaborate with WDC to understand the requirements of fundraising to help cover the cost of purchasing and installing the equipment.

Assist with obtaining consents required to install the Liberty swing

Utilise council knowledge to use approved contractors for installation.

Take ownership of the swing once installed and provide ongoing management and maintenance of the equipment.

Thank You

Together we can create a community where no one has
to watch from the sidelines.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-26-08-06 / 260805225326

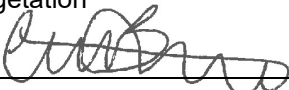
REPORT TO: KAIAPOI TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 21 September 2026

AUTHOR(S): Rachael Annan: Recreation Planner

SUBJECT: Kaiapoi Public and RSA Cemetery - Tree Removal and Replacement Vegetation

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



 General Manager



 Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to seek approval from the Kaiapoi-Tuahwi Community Board for the removal of a number of Council-owned trees located along the north-eastern boundary of the Kaiapoi Public and RSA Cemetery.
- 1.2. The removal is to enable the construction of a revised boundary interface associated with a proposed adjoining residential subdivision at 71 Adderley Terrace. The proposal is required because the subdivision will be developed at a higher ground level than the cemetery, necessitating new boundary earthworks, drainage, fencing, retaining structures and landscape treatments. The existing trees, including seven mature Lombardy Poplars and several smaller tree species, are located within the area required for these works and cannot be retained within the proposed boundary design.
- 1.3. The existing Lombardy Poplars are approximately 75 to 100 years old and are now considered over-mature, with recent arboricultural assessments identifying structural root decay, hanging branches and increasing maintenance requirements. While the proposed development is the immediate driver for the boundary works, the trees are nearing the end of their useful lifespan and would likely require removal and replacement in the foreseeable future regardless of the subdivision proposal. Approval of the proposal therefore provides an opportunity to undertake these works in a planned and coordinated manner to address tree health and safety concerns.
- 1.4. Importantly, there are no direct costs to Council associated with the recommended option. In accordance with the Street and Reserve Trees Policy, all costs relating to the removal of the existing trees and the implementation of the replacement planting will be met by the adjoining developer. As a result, Council will receive the long-term benefits of renewed vegetation, reduced risk and improved boundary landscaping without any capital expenditure.
- 1.5. A comprehensive replacement planting programme is proposed as part of the overall boundary treatment. The replacement landscape will consist primarily of indigenous species designed to maintain the cemetery setting, provide long-term screening, enhance biodiversity values and soften the visual effects of fencing, retaining structures and adjacent residential development. Over time, the new planting will establish a renewed and sustainable vegetated boundary that continues to contribute positively to the amenity and character of the cemetery.
- 1.6. To provide some vertical relief, species such as native tōtara are included in the plan. These will take time to establish, while faster-growing species such as lemonwood will provide earlier screening. Should the Board seek a different outcome in relation to vegetation height, staff recommend delegating authority to the Greenspace Tree Asset Officer to make minor species adjustments, as appropriate to the long-term function and character of the cemetery.

- 1.7. The recommended option delivers significant benefits to Council and the community. It enables the necessary boundary improvements to be completed, removes ageing trees that present increasing management and safety risks, renews cemetery vegetation assets, and provides enhanced biodiversity outcomes through indigenous planting. The proposal also avoids the likelihood of Council incurring future costs associated with the removal and replacement of the existing trees should these works be required at a later date.
- 1.8. Attachments:
- i. Proposed Native Planting Plan (TRIM: 260810230260)
 - ii. Street and Reserve Trees Policy (TRIM: 140217014654)
 - iii. Kaiapoi Cemetery Proposed Tree Removal Plan 2026 (Trim 260827255848)

2. **RECOMMENDATION**

THAT the Kaiapoi Tuahiwi Community Board:

- (a) **Receives** Report No. 260805225326.
- (b) **Approves** the removal of existing trees (Trim: 260827255848).
- (c) **Approves** the Proposed Native Planting Plan (Trim: 260810230260).
- (d) **Approves** any minor changes to species (if required) under the delegated authority of the Greenspace Tree Asset Officer.
- (e) **Notes** that all tree removal and replacement planting costs will be met by the adjoining developer, including a 2-year defects liability period for new planting, with trees to be placed on the Council's asset register.
- (f) **Notes** that Greenspace staff will work proactively with the Communications Team to ensure the community is informed ahead of any tree removal. Given the prominence of the Lombardy Poplars within Kaiapoi Cemetery, communications will explain the condition and anticipated remaining lifespan of the trees, the reasons for their removal, and the proposed replacement planting outcome.
- (g) **Notes** that the proposed cemetery boundary interface forms part of the adjoining subdivision and engineering approval process, including the embankment and retaining treatments shown on the submitted plans.

3. **BACKGROUND**

- 3.1. A residential subdivision comprising 18 allotments is currently proposed for the adjoining property to Kaiapoi Cemetery, at 71 Adderley Terrace (approximately 6,100m²). The attached plans (Attachment i) provided by the developer's design team, Kamo Marsh, show the extent of this subdivision and their proposed treatment of the interface between the subdivision and cemetery land. The resource consent application is currently at pre-application stage, and the development is anticipated and broadly consistent with the surrounding Medium Density Residential Zone (MRZ).
- 3.2. This subdivision site is proposed to be established at a higher finished ground level than the adjacent cemetery land (current elevations illustrate a height difference of between 800-1400mm). As a result, a revised boundary treatment is required, including earthworks, drainage, fencing and localised retaining structures.
- 3.3. The proposed boundary treatment responds to the level difference through a combination of embankment, retaining and planting treatments appropriate to the site conditions. The boundary relationship between the proposed subdivision and cemetery is a planning and development consideration associated with the adjoining development.
- 3.4. A similar level change already occurs further east along the cemetery boundary, where an embankment within cemetery land extends down from adjoining residential properties (see **Figure 1** following).



Figure 1: Existing adjacent embankment and planting within cemetery

- 3.5. While this development proposes a consistent planting treatment to the proposed embankment, there is currently existing vegetation where this embankment would be located. This existing planting comprises a row of Lombardy Poplars and mixed lower tree and shrub species along a section of the cemetery's north-eastern boundary. The planting provides screening and amenity within this part of the cemetery (see **Figure 2**). However, recent arboriculture observations identify signs of decline within the poplars, including structural root decay and hanging broken branches, stuck in the canopy.



Figure 1: Existing tree row backdrop in cemetery

- 3.6. The existing trees are located immediately adjacent to the shared boundary within cemetery land. Seven mature Lombardy Poplars and several smaller trees are affected by the proposed boundary works and cannot be retained with the proposed boundary fencing and earthworks.
- 3.7. Some of the poplars have also grown across the property boundary and are entwined within the boundary fencing; so would need to be removed even without the proposed level change. (see **Figure 3**).



Figure 3: Trees growing across existing boundary fence

3.8. This proposal would see the removal of the following vegetation as indicated on the attached Kaiapoi Cemetery Proposed Tree Removal Plan 2026 (Attachment iii):

- Seven mature Lombardy Poplar trees (*Populus nigra var. italica*), at an approximate height of 20-25 metres.
- Smaller tree species, including:
 - Four Bay Trees (*Laurus nobilis*), approx. five to seven meters in height.
 - One common Holly (*Ilex aquifolium*), approx. three metres in height.
 - Three variegated Holly (*Ilex aquifolium - cultivar*), approx. three to five metres in height.
 - Two *Coprosma* sp, approx. two to four metres in height.
 - Two Privet (*Ligustrum* sp.) approx. four to six metres in height, and suffering from thrip.

3.9. As the trees are within a Council Reserve, approval from the Kaiapoi-Tuahiwi Community Board is required under the Street and Reserve Trees Policy for the removal of Council-owned trees.

4. **KEY ISSUES**

Relevant history and policy context

- 4.1. Council records relating to the existing boundary planting are limited. Maintenance records have been identified for the eastern-most three poplars, with this work undertaken in 2008. No records have been identified indicating specific heritage, commemorative or other recognised significance associated with the planting group.
- 4.2. The attached Street and Reserve Trees Policy sets out at Section 4.6, that tree removal (on public land) to enable adjacent subdivision development, requires Community Board permission. This proposal is brought to the Board in accordance with this requirement.

- 4.3. Section 4.7 sets out that the cost for such removal of trees and proposed planting implementation put forward shall be borne by the developer; when carried out to enable development. Council Greenspace Team provided the developer with a plant species list to inform replacement planting with indigenous species.

Cemetery boundary interface

- 4.4. The proposed subdivision requires a revised boundary interface to accommodate the difference in finished ground levels between the subdivision and adjacent cemetery land. Addressing the ground level change is an operational matter and involves a positive outcome with native mixed planting to be implemented.
- 4.5. A similar level change already occurs further east along the cemetery boundary, where adjoining residential properties sit higher than cemetery land (**Figure 1**). However, this proposed development location differs because it is closer to existing and future burial areas, resulting in different operational and amenity requirements.
- 4.6. The proposed boundary treatment has been designed around those constraints. Earthworks are not proposed within three metres of grave rows, with retaining structures proposed where space constraints limit the use of embankment slopes. These constraints have influenced both the boundary treatment and the associated landscape response.

Effects on existing vegetation

- 4.7. The proposed boundary works will affect the area currently occupied by the existing trees.
- 4.8. The Lombardy Poplars require removal due to their location on the shared boundary and the revised boundary configuration. Smaller trees would also be affected by the proposed embankment and associated boundary works.
- 4.9. The existing planting contributes positively to the character and amenity of this aspect of the cemetery, while providing screening and boundary definition. The seven Lombardy Poplars are approximately 75 to 100 years old and are considered over-mature. Recent arboricultural assessment by the Greenspace Tree Asset Officer has identified structural root decay and hanging branches, indicating that replacement of the trees is likely to be required within the foreseeable future. Ongoing operational management requirements can also be expected to increase over time.
- 4.10. While vegetation removal is primarily driven by the revised boundary arrangement, the age and future management requirements of the poplars mean their replacement would likely be required regardless of adjoining development.

Proposed Replacement Planting

- 4.11. If approved, the developer is proposing that the existing trees would be replaced by indigenous planting and associated boundary landscape treatment, including fencing and a combination of retaining and embankment treatments where appropriate.
- 4.12. A two-tier planting approach is proposed so that vegetation remains the dominant visual element to this boundary, once established. Taller planting is proposed to provide screening and maintain the landscape amenity of this section of the cemetery boundary.
- 4.13. While larger exotic tree species can provide more immediate height and visual presence, such species are generally considered more appropriate in other parts of the cemetery or wider Silverstream area where sufficient space exists to accommodate their mature scale and where there is greater separation from existing and future residential development.

- 4.14. The planting is intended to complement the existing cemetery setting and soften the appearance of the fencing, retaining structures and adjacent residential development over time. As the planting establishes, it will re-create a vegetated cemetery edge. This will contribute to landscape amenity for this transition area between cemetery land and adjoining residential development. The proposed indigenous vegetation species will also contribute to add biodiversity enhancement and the ongoing renewal of cemetery vegetation assets.
- 4.15. In order to provide vertical relief, native tōtara is included, with the faster-growing lemonwood are included in the plan for faster growing screening. Should the Board seek a different outcome in relation to vegetation height or screening, staff recommend delegating authority to the Greenspace Tree Asset Officer to make any minor species adjustments, subject to the suitability of the species and the long-term function and character of the cemetery.

5. **OPTIONS**

Option 1: Approve tree removal and replacement planting (Recommended)

5.1. Advantages

This option enables implementation of the revised cemetery boundary interface required to accommodate the subdivision level change, while also addressing the future replacement requirements of the mature Lombardy Poplars. Removal and replacement planting would be delivered as part of a single coordinated project at the developer's expense, providing a positive long-term landscape outcome without direct capital cost to Council. This would remove the need for ongoing operational management of the poplars which are past their useful lifespan. There is also increased biodiversity function from the proposed indigenous planting along the embankment.

5.2. Disadvantages

The current trees, while in a poor state do provide vertical form within the landscape. Replacement planting will take time to establish and reach a height suitable to provide vertical form once more and to visually soften the urbanisation adjacent this internal boundary section.

- 5.3. Staff recommend this option as it addresses the future replacement requirements of the over-mature poplars, enables implementation of the revised boundary treatment, and provides a long-term landscape outcome at no direct capital cost to Council.

Option 2: Retain existing trees

5.4. Advantages

The character and derived amenity of existing established vegetation is retained in the short term.

5.5. Disadvantages

Required removal and replacement works are only delayed, with interim maintenance and associated future removal costs incurred by Council. The poplars have been identified as past their useful lifespan with rising operational costs signalled, declining their removal would retain an asset which holds significant risk of future ongoing costs to Council – especially noting poplars are prone to sudden failure. These would be on a boundary between an important public cemetery area and new residential sections. Their removal and future re-vegetation costs would then likely occur under less favourable conditions and with costs falling to council.

- 5.6. For the developer, the poplars extend across the shared boundary, and their root systems extend into the area required for earthworks associated with the raised subdivision platform. Smaller trees and shrubs beneath the poplars are also located within the area required for the revised boundary treatment.

- 5.7. Retaining the existing vegetation would constrain building up site levels with engineered fill and implementation of the proposed boundary interface. This will cause a more difficult-to-justify boundary arrangement, where new residential allotments are established around over-mature trees already identified for replacement within the foreseeable future.
- 5.8. Staff do not recommend this option, as it would defer rather than resolve the issue, resulting in avoidable future costs to Council and greater constraints when removal ultimately occurs.
- 5.9. The Management Team has reviewed this report.

6. STRATEGIC ALIGNMENT AND COMMUNITY VIEWS

Mana Whenua Engagement

- 6.1. The recommendations contained within this report are not likely to be of interest to mana whenua specifically.

Groups, Organisations and the Wider Community

- 6.2. There are members of the wider community likely to be affected by, or to have an interest in, the subject matter of this report.
- 6.3. Cemetery visitors and adjacent residents may have an interest in the proposal as it creates a change in character and amenity to a visible boundary within the cemetery, located adjacent the internal driveway. Should removal be approved, staff will work with Council's Community and Engagement Team to provide appropriate communications into the community regarding the need for removal of these trees and the proposed replanting which will occur as part of the proposal.

Implications for Community Wellbeing

- 6.4. There are implications on community wellbeing for the issues and options that are the subject matter of this report.
- 6.5. Overall, the proposal supports the long-term management and renewal of cemetery vegetation assets. Specific design and construction consideration is given to the sensitivity associated with works carried out at the cemetery boundary.
- 6.6. The proposal will result in the removal of established vegetation from this section of the cemetery boundary. However, replacement planting is proposed as part of the overall boundary treatment, with the objective of maintaining landscape amenity and maintaining an appropriate cemetery setting over the longer term. Consideration has been given to the relationship between the proposed treatment and nearby burial areas.
- 6.7. The removal of the poplars which are past their healthy mature age removes a risk of failure in a boundary area between residential properties and public land. This removes the risk of danger to human life and/or property damage.

Community Outcomes and Strategic Priorities

- 6.8. The Council's community outcomes are relevant to the actions arising from recommendations in this report.
 - Council commits to promoting health and wellbeing and minimising the risk of social harm to its communities
 - People are able to enjoy meaningful relationships with others in their families, whanau, communities, iwi and workplaces
 - Our community has equitable access to the essential infrastructure and services required to support community wellbeing
 - Land use is sustainable; biodiversity is protected and restored
 - Our communities are able to access and enjoy natural areas and public spaces.
- 6.9. The Council's Strategic Priorities are not relevant to the actions arising from recommendations in this report.

7. OTHER IMPLICATIONS AND RISK MANAGEMENT

Financial Implications

- 7.1. There are positive financial implications for the recommendation sought by this report. Approval of the proposed tree removal and replacement planting avoids the need for Council to fund tree removal, disposal and replacement and establishment costs in the future
- 7.2. The recommended removal works and replacement planting will be funded by the adjoining subdivision developer. This is a requirement of Council's street and reserves trees policy, and a matter agreed by the developer.
- 7.3. The existing poplars have been identified as being beyond their useful service life and are expected to require replacement within the next three to five years. Approval of the current proposal avoids the need for Council to fund that removal, and replacement works in the future, when the proposed adjacent development, may constrain access and has the potential to increase the cost and complexity of the work, estimated at a ballpark cost of \$10,000-15,000.
- 7.4. Ongoing maintenance of the replacement planting will become a Council responsibility once established. However, these costs are expected to be lower than the ongoing management, monitoring and eventual removal costs associated with retaining the existing over-mature poplars.

Community Resilience and Sustainability

- 7.5. The recommendations in this report do not have negative sustainability impacts. While the proposal includes tree removal, as noted above, the trees have reached a point past their healthy maturity and will need to be removed in the near future. This is a natural function of living assets such as trees, and the corresponding proposal would see the replanting of trees including a large area of mixed indigenous vegetation. This will provide an overall positive gain to biodiversity values.

Risk Management

- 7.6. There are risks arising from implementing the recommendations in this report.
- 7.7. As noted at Section 6 above, there are implications for works adjacent to a cemetery, due to the sensitivity of this space for visitors. The proposal provides for screening the tree removal works area from the cemetery side, affording separation for visiting public.
- 7.8. Tree removal, earthworks works and equipment access for these tasks will be undertaken from 71 Adderley Terrace, rather than through the Cemetery. Planned stop works for any louder tasks will occur when burial services take place. This will be arranged via prior communication with the subdivision construction foreperson. The subdivision construction site shall also be managed with awareness of sensitivity required for those visiting the adjacent public cemetery.
- 7.9. If the community is unaware of the end outcome involving beneficial vegetation replacement, the neighbouring subdivision may simply be associated with established tree removal. Should removal be approved, staff will work with Council's Community and Engagement Team to provide appropriate communications into the community regarding the need for removal of these trees and the proposed replanting which will occur as part of the proposal.
- 7.10. If removal is not approved and carried out by the developer, this will retain trees which have been identified as past their useful lifespan with rising operational costs signalled. Any future costs would be met by Council. This would also retain an asset which holds risk of potential sudden failure. These would be on a boundary between an important public cemetery area and new residential sections.
- 7.11. As the poplar trees have grown across the boundary, their removal is required to enable the subdivision of the neighbouring property to the required increased ground level height. If removal is not approved, this will significantly impact the neighbouring property and there is a risk that this would lead to future formal action from the owners against Council.

Health and Safety

- 7.12. There are health and safety risks arising from the implementation of the recommendations in this report.
- 7.13. Removal works will need to be undertaken at the boundary of an operating cemetery by an appropriately qualified and experienced contractor. However, carried out prior to the development of adjacent dwellings, tree removal possesses less associated risks in this regard.
- 7.14. Conversely, health and safety issues of the poplar trees' retention, either in the interim or as an alternative at this time, include the monitoring and maintenance, and delayed ultimately removal of the Lombardy Poplar Trees. These trees are observed by the council arborist as being under failing health with observed signs of structural root decay, and with hang branches, which have fallen, but are caught in the canopy.

8. CONTEXT

Consistency with Policy

- 8.1. This matter is not a matter of significance in terms of the Council's Significance and Engagement Policy.
- 8.2. This proposal is consistent with the process required of Council's Street and Reserve Trees Policy. Community Board approval is required under these circumstances.

Authorising Legislation

- 8.3. Local Government Act 2002
- 8.4. Street and Reserves Trees Policy (Waimakariri District Council, 2017)
- 8.5. Reserves Act 1971

Authorising Delegations

- 8.6. As the trees are within a Council Reserve, approval from the Kaiapoi-Tuahiwi Community Board is required under the Street and Reserve Trees Policy for the removal of Council-owned trees.
- 8.7. The Kaiapoi-Tuahiwi Community Board has delegated authority to approve the recommendations within this report.

71 ADDERLEY TERRACE, KAIAPOI

71 ADDERLEY TERRACE, KAIAPOI

DATE 05.08.26
REF NO. 5653
REVISION C

ISSUE
FOR DISCUSSION

PREPARED BY

LANDSCAPE ARCHITECTS

Te Uruti Building, 48 Hereford St, Chch, 8140
Level 3, 36 Grant Rd, Qtn, 9300
T. +64 3 366 8181
E. admin@kamommarsh.co.nz
W. kamommarsh.co.nz

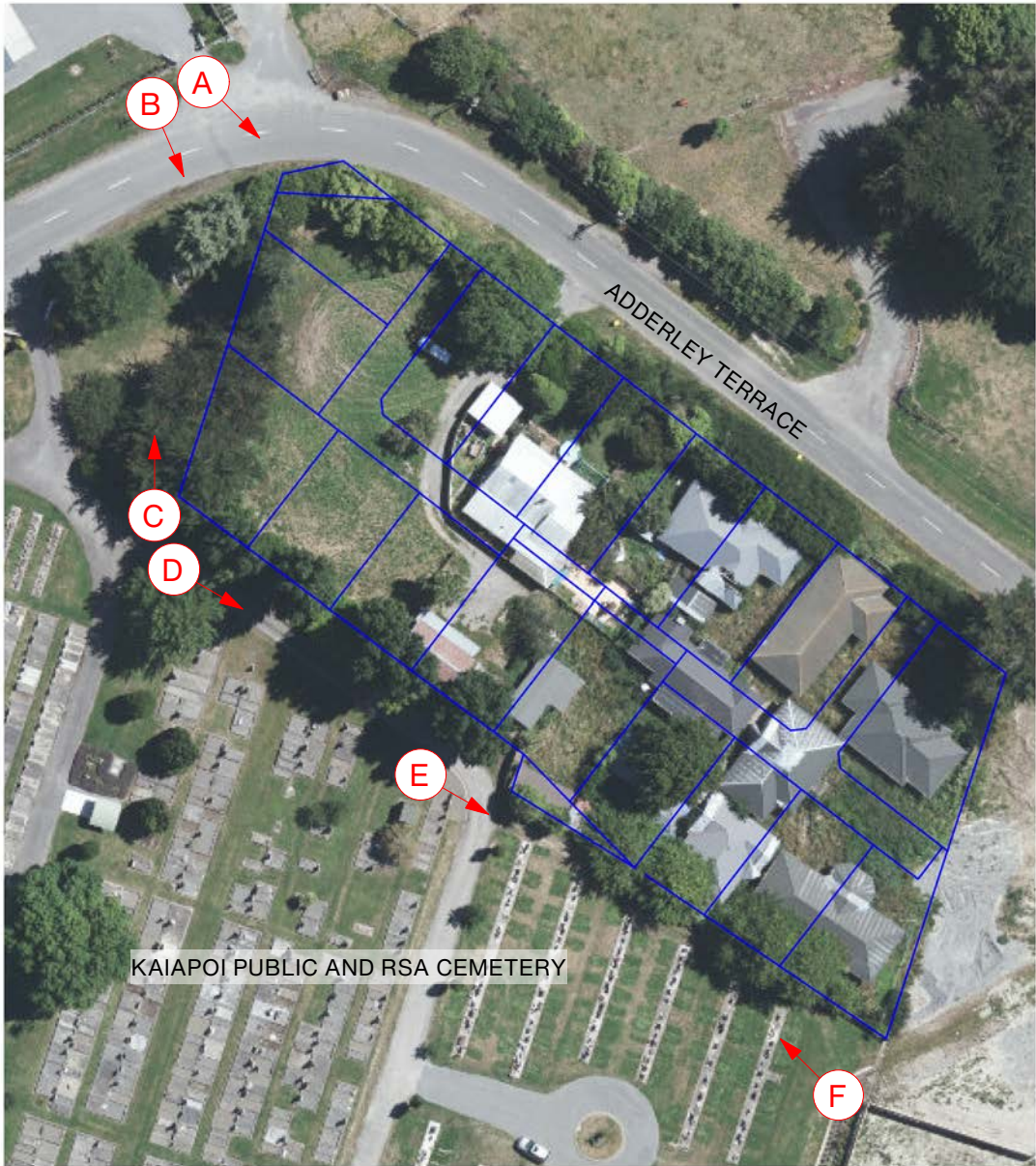
FOR
MIKE GREER HOMES NORTH CANTERBURY LTD

SHEET NO.	SHEET TITLE
0001	COVER
0002	SITE CONTEXT PLAN
1101	LANDSCAPE MASTERPLAN
1701	PLANTING PLAN
1702	PLANTING PLAN
1703	PLANTING PLAN
1704	PLANTING PLAN
1705	PLANT SCHEDULE
3001	SECTIONS
8001	PLANT PALETTE

SITE LOCATION PLAN

SCALE: 1:3000 @ A3





SITE LOCATION PLAN
SCALE: 1:1000 @ A3



Sightlines around corner of Adderley Terrace are limited due to shrub vegetation. Vehicle sight lines are restricted. Shrub planting adjacent to the new footpath create CPTED issues (low visibility).



Sightlines from road of existing trees and entrance to cemetery.



Existing boundary line between cemetery and private lots. Unsuitable trees for residential boundary (low visibility & minimal biodiversity).



Existing boundary line between cemetery and private lots showing driveway (to remain).



Existing boundary line between cemetery and private lots. Maintenance corridor (3m min.) to allow access to memorial foundations.



Existing boundary line between cemetery and private lots. Large exotic trees located on the private lot will be removed as they are unsuitable for the proposed section size.

OUTLINE PROPOSAL:

- Increase visibility and improve CPTED outcomes.
- Enhance screening between residential/cemetery.
- Maintain amenity within cemetery.
- Increase ecology/biodiversity.

PROJECT NAME
**71 ADDERLEY TERRACE,
KAIAPOI**

ADDRESS
71 ADDERLEY TERRACE, KAIAPOI

CLIENT
MIKE GREER HOMES NORTH CANTERBURY LTD

LEGEND

A → Position of photo taken on site

- NOTES
1. Confirm set out of all dimensions on site prior to commencing work.
 2. Do not scale off drawings.

C	07.08.26	FOR DISCUSSION
B	30.07.26	FOR DISCUSSION
A	05.06.26	PRELIMINARY DESIGN
REV	DATE	DESCRIPTION
 Kamo Marsh Te Uruti Building, 48 Hereford St, Chch, 8140 Level 3, 36 Grant Rd, Qtn, 9300 T. +64 3 366 8181 E. admin@kamomارش.co.nz W. kamomارش.co.nz		

SHEET TITLE		
SITE CONTEXT PLAN		
ISSUE		
FOR DISCUSSION		
DESIGN	DRAWN	REVIEW
TS	OH	TS
DATE	05.08.26	
SCALE	1:500	A3
REF NO.	5653	
SHEET NO.		REVISION



New low native planting
(Max. 600mm High to retain
visibility around corner).

Existing planting to be
removed to improve corner
visibility and provide a
CPTED-compliant footpath.

Proposed retaining wall.

1.5m High solid timber
paling fence from A - B.

Proposed retaining wall.

Rubbish bin to be
relocated.

3.0m wide maintenance
access strip.

V-channel to connect to
existing stormwater system.

PROJECT NAME
**71 ADDERLEY TERRACE,
KAIAPOI**

ADDRESS
71 ADDERLEY TERRACE, KAIAPOI

CLIENT
MIKE GREER HOMES NORTH CANTERBURY LTD

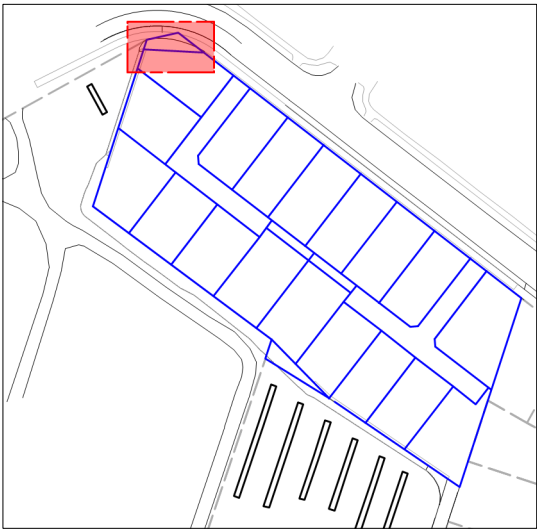
- LEGEND**
- Site boundary
 - Proposed concrete footpath
 - Existing driveway access
 - Proposed retaining wall (refer to Civil)
 - Proposed specimen tree
 - Existing tree to be retained
 - Existing tree to be removed
 - Proposed planting
 - Existing planting
 - Mounding/contours (refer to Civil)
 - 1.5m High solid timber fencing
 - V-channel (refer to Civil)

- NOTES**
- Confirm set out of all dimensions on site prior to commencing work.
 - Do not scale off drawings.

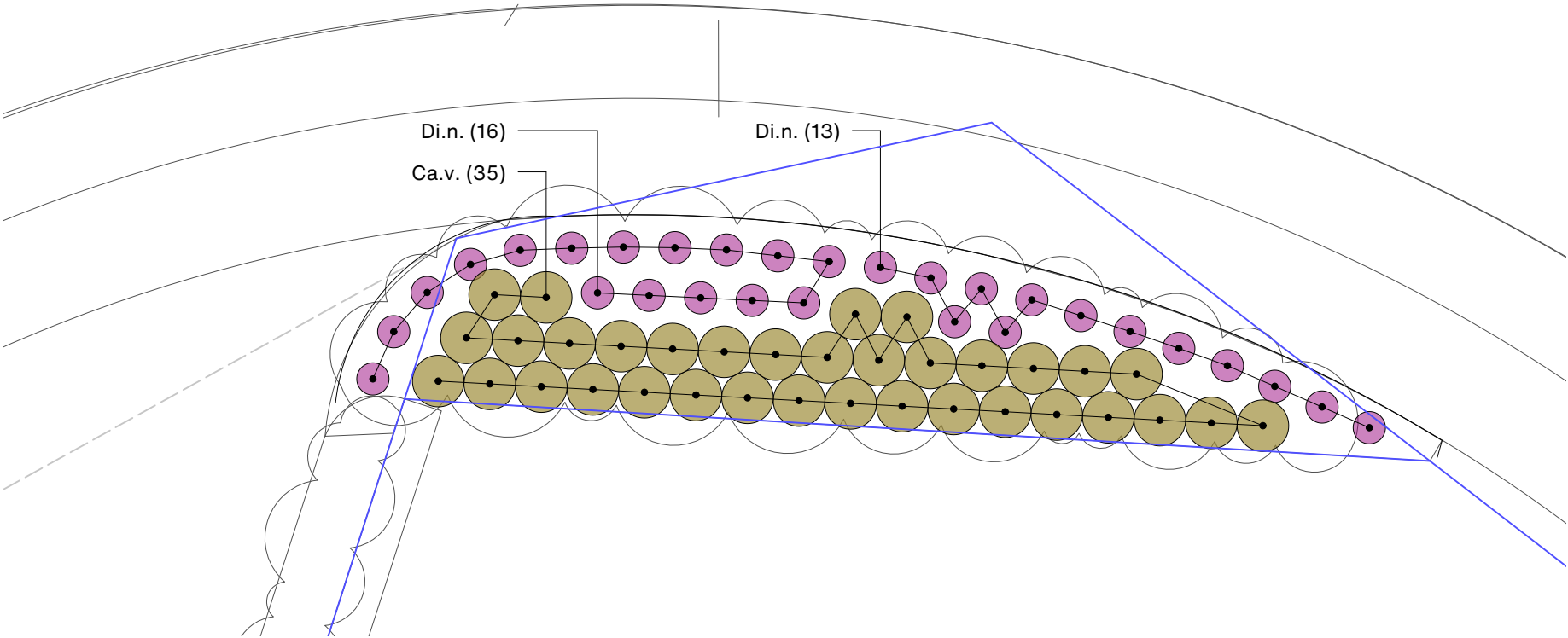
C	07.08.26	FOR DISCUSSION
B	30.07.26	FOR DISCUSSION
A	05.06.26	PRELIMINARY DESIGN
REV	DATE	DESCRIPTION
Kamo Marsh		
Te Uruti Building, 48 Hereford St, Chch, 8140 Level 3, 36 Grant Rd, Qtn, 9300		
T. +64 3 366 8181		
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SHEET TITLE
LANDSCAPE MASTERPLAN

ISSUE FOR DISCUSSION		
DESIGN	DRAWN	REVIEW
TS	OH	TS
DATE	05.08.26	
SCALE	1:500	A3
REF NO.	5653	
SHEET NO.		REVISION



LOCATION PLAN
SCALE: 1:2000 @ A3



Carex virgata



Turutu - Dianella nigra

PROJECT NAME
**71 ADDERLEY TERRACE,
KAIAPOI**

ADDRESS
71 ADDERLEY TERRACE, KAIAPOI

CLIENT
MIKE GREER HOMES NORTH CANTERBURY LTD

LEGEND

Proposed tree

Proposed plant

- NOTES
- 1. Confirm set out of all dimensions on site prior to commencing work.
 - 2. Do not scale off drawings.
 - 3. Plant grades between RX90-5L.

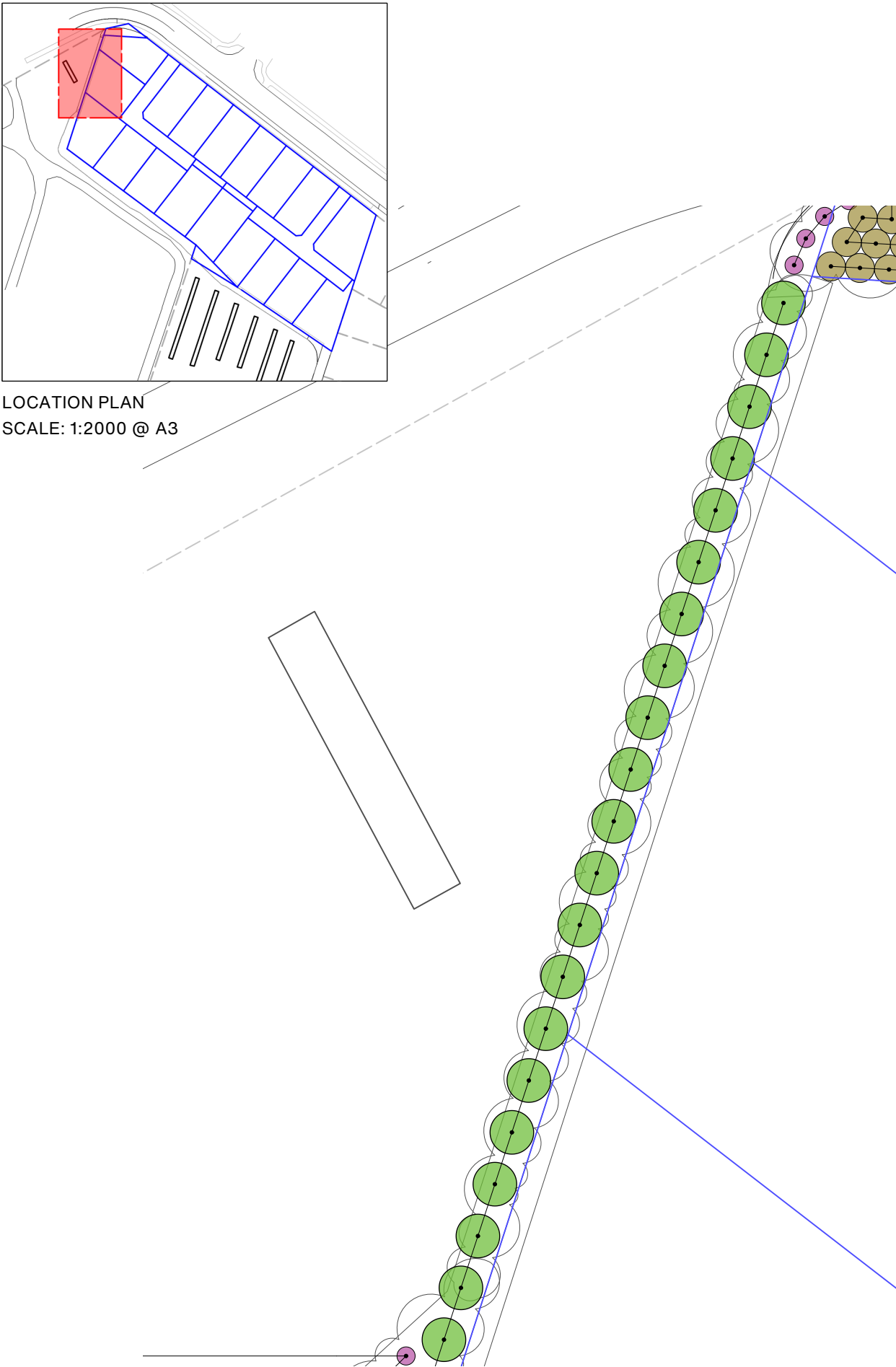
C	07.08.26	FOR DISCUSSION
B	30.07.26	FOR DISCUSSION
A	05.06.26	PRELIMINARY DESIGN
REV	DATE	DESCRIPTION

Kamo Marsh
Te Uruti Building, 48 Hereford St, Chch, 8140
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SHEET TITLE
PLANTING PLAN

ISSUE
FOR DISCUSSION

DESIGN	DRAWN	REVIEW
TS	OH	TS
DATE	05.08.26	
SCALE	1:100	A3
REF NO.	5653	
SHEET NO.		REVISION



Kōhūhū - Pittosporum tenuifolium



Hedgerow

PROJECT NAME
**71 ADDERLEY TERRACE,
KAIAPOI**

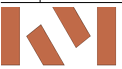
ADDRESS
71 ADDERLEY TERRACE, KAIAPOI

CLIENT
MIKE GREER HOMES NORTH CANTERBURY LTD

- LEGEND
- Proposed tree
 - Proposed plant

- NOTES
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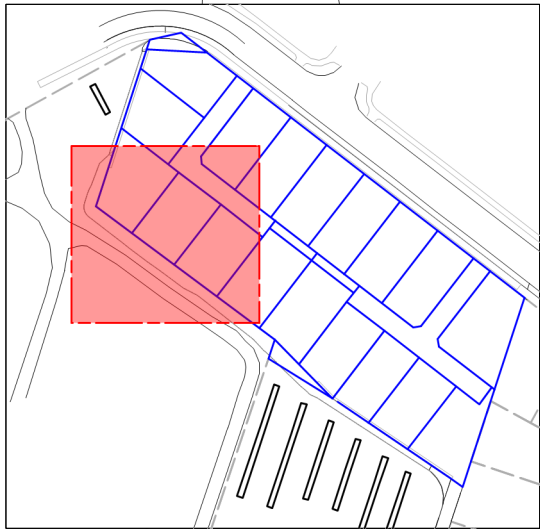
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PLANTING PLAN

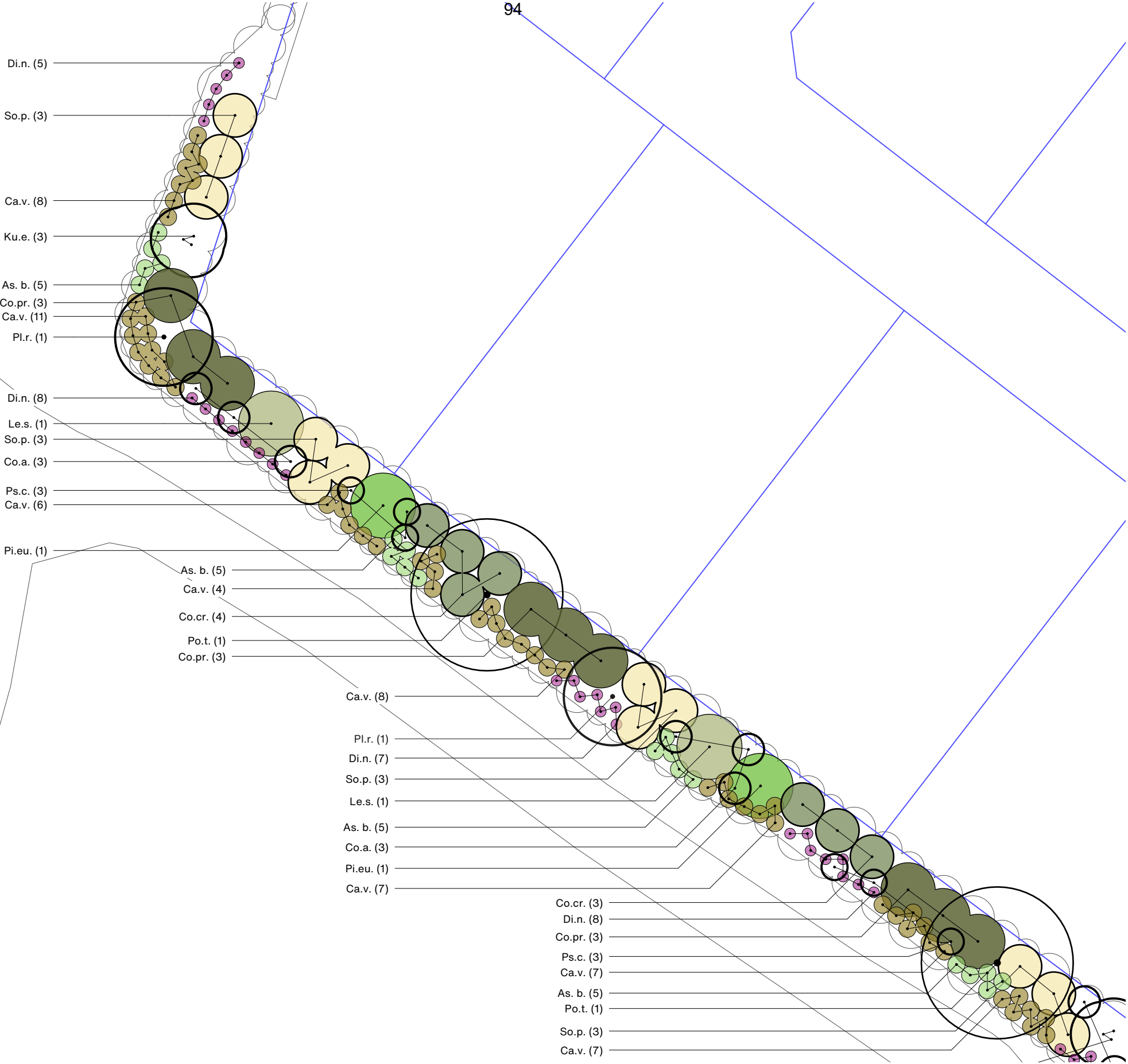
ISSUE

FOR DISCUSSION

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LOCATION PLAN
SCALE: 1:2000 @ A3



PROJECT NAME
**71 ADDERLEY TERRACE,
KAIAPOI**

ADDRESS
71 ADDERLEY TERRACE, KAIAPOI

CLIENT
MIKE GREER HOMES NORTH CANTERBURY LTD

- LEGEND
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 - Proposed plant

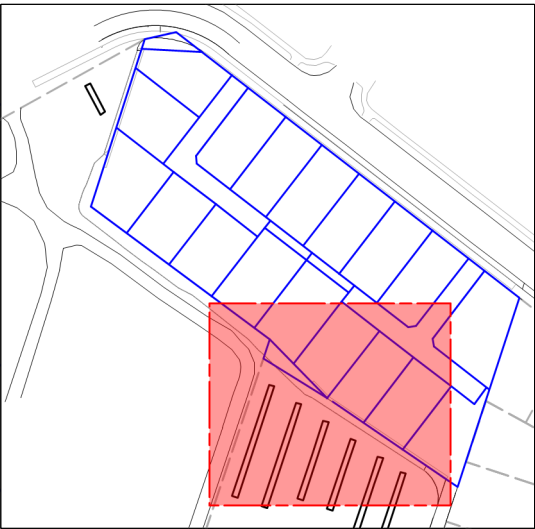
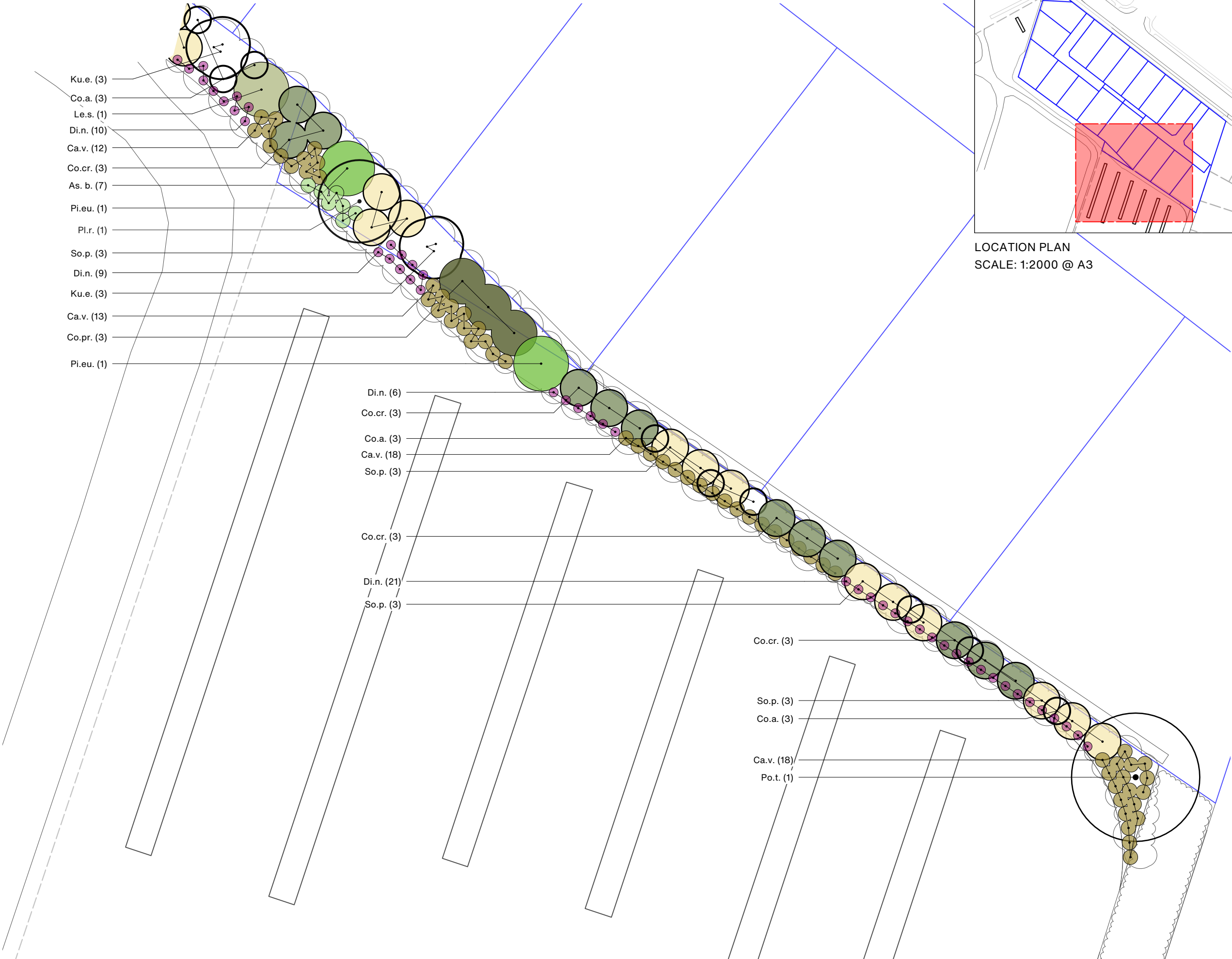
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SHEET TITLE
PLANTING PLAN

FOR DISCUSSION		
DESIGN	DRAWN	REVIEW
TS	OH	TS
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SCALE	1:200	A3
REF NO.	5653	
SHEET NO.		REVISION



LOCATION PLAN
SCALE: 1:2000 @ A3

PROJECT NAME
**71 ADDERLEY TERRACE,
KAIAPOI**

ADDRESS
71 ADDERLEY TERRACE, KAIAPOI

CLIENT
MIKE GREER HOMES NORTH CANTERBURY LTD

- LEGEND
- Proposed tree
 - Proposed plant

- NOTES
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REV	DATE	DESCRIPTION
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SHEET TITLE
PLANTING PLAN

ISSUE
FOR DISCUSSION

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TS	OH	TS
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PROJECT NAME
**71 ADDERLEY TERRACE,
KAIAPOI**

ADDRESS
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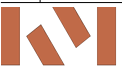
CLIENT
MIKE GREER HOMES NORTH CANTERBURY LTD

LEGEND

PLANT SCHEDULE					
TREES					
ID	Qty	Botanical Name	Common Name	Scheduled Size	Planting Schedule Comments
Co.a.	15	Cordyline australis	Cabbage Tree / tī kōuka	300/2.5L	
Ku.e.	9	Kunzea ericoides	Kanuka	400/2.5L	
Le.s.	3	Leptospermum scoparium	Tea Tree/Manuka	400/2.5L	
Pi.eu.	4	Pittosporum eugeniioides	Lemonwood / Tarata	700/5L	
Pl.r.	3	Plagianthus regius	Ribbonwood / Manatu	700/5L	
Po.t.	3	Podocarpus totara	Totara	700/5L	
Ps.c.	6	Pseudopanax crassifolius	Lancewood	700/5L	
SHRUBS & PERENNIALS					
ID	Qty	Botanical Name	Common Name	Height/ Grade	Planting Schedule Comments
As. b.	27	Asplenium bulbiferum	Hen & chicken fern	1L	Plant at 800mm spacings.
Ca.v.	154	Carex virgata	Sedge	200/RX90	Plant at 800mm spacings.
Co.cr.	19	Coprosma crassifolia	Mikimiki	300/2.5L	Plant at 2000mm spacings.
Co.pr.	12	Coprosma propinqua	Mikimiki	300/2.5L	Plant at 2000mm spacings.
Di.n.	103	Dianella nigra	Turutut	200/RX90	Plant at 800mm spacings.
So.p.	24	Sophora prostrata	Dwarf Kowhai	300/2.5L	Plant at 2000mm spacings.
HEDGE					
ID	Qty	Botanical Name	Common Name	Height/ Grade	Planting Schedule Comments
Pi.eu.	22	Pittosporum eugeniioides	Lemonwood / Tarata	700/5L	Plant at 1500mm spacings.

- NOTES
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REV	DATE	DESCRIPTION



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SHEET TITLE

PLANT SCHEDULE

ISSUE

FOR DISCUSSION

DESIGN	DRAWN	REVIEW
TS	OH	TS

DATE	05.08.26	
SCALE	1:200	A3

REF NO.

5653

SHEET NO.

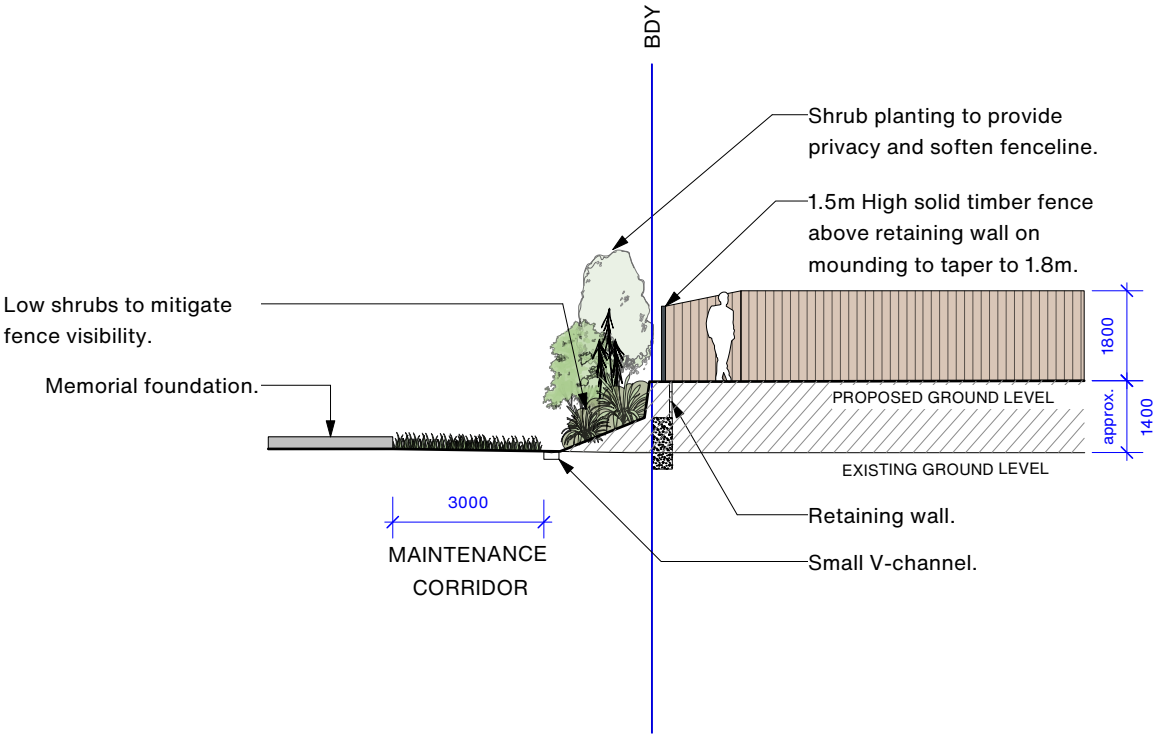
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REVISION

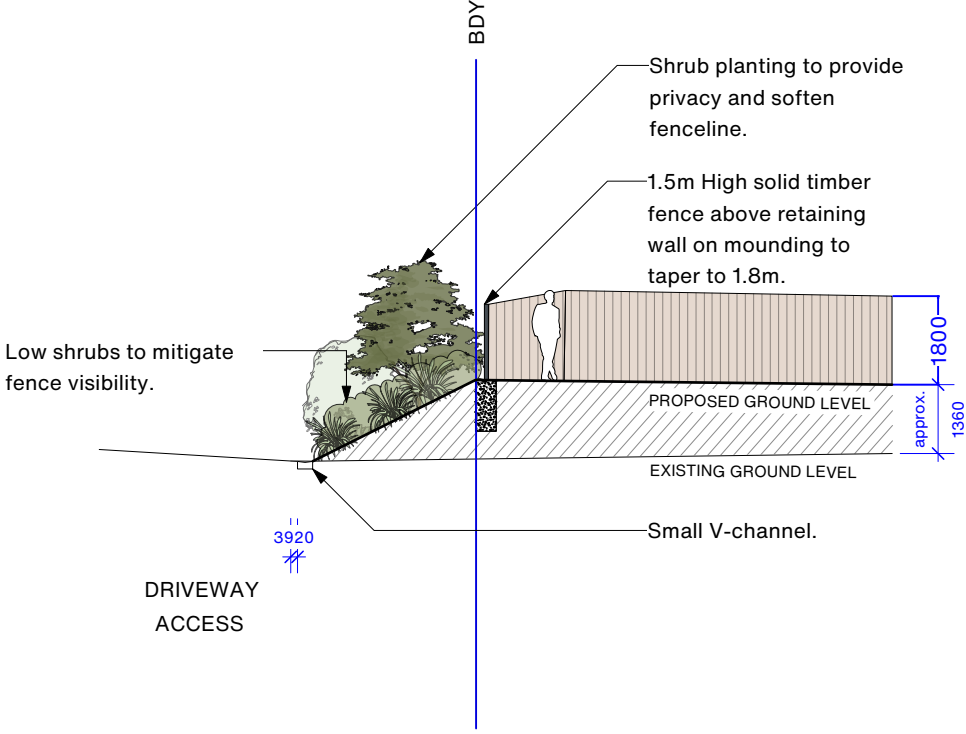
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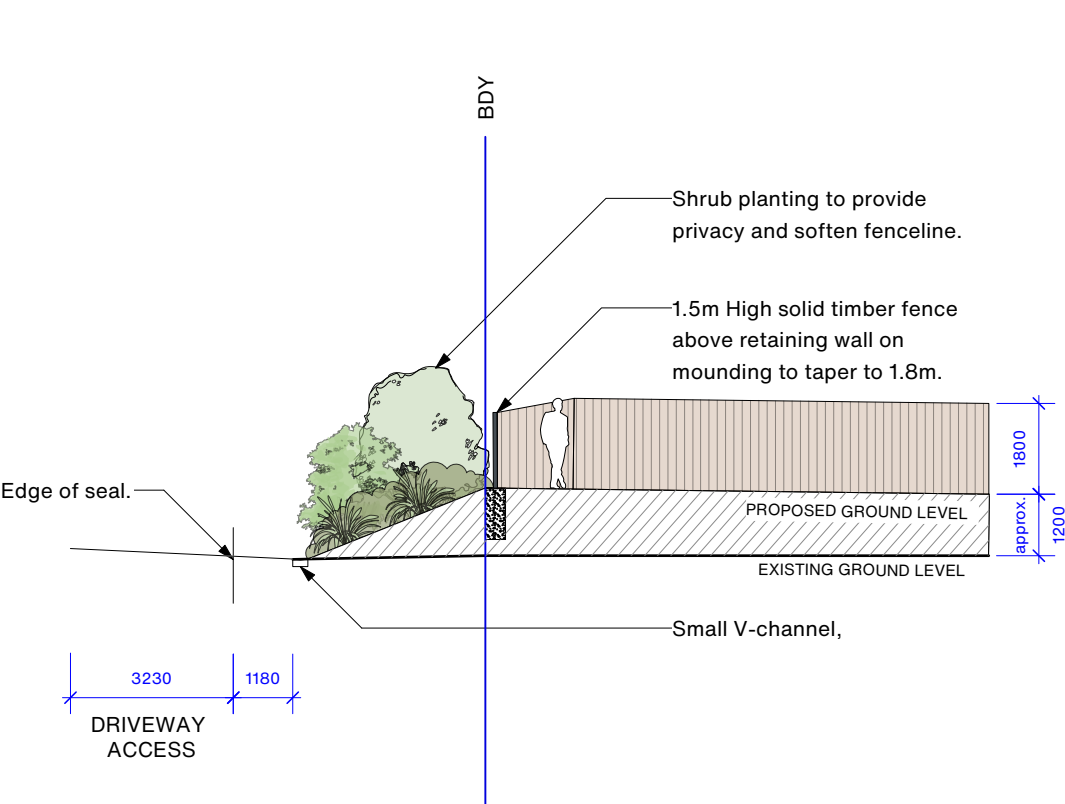
LEGEND



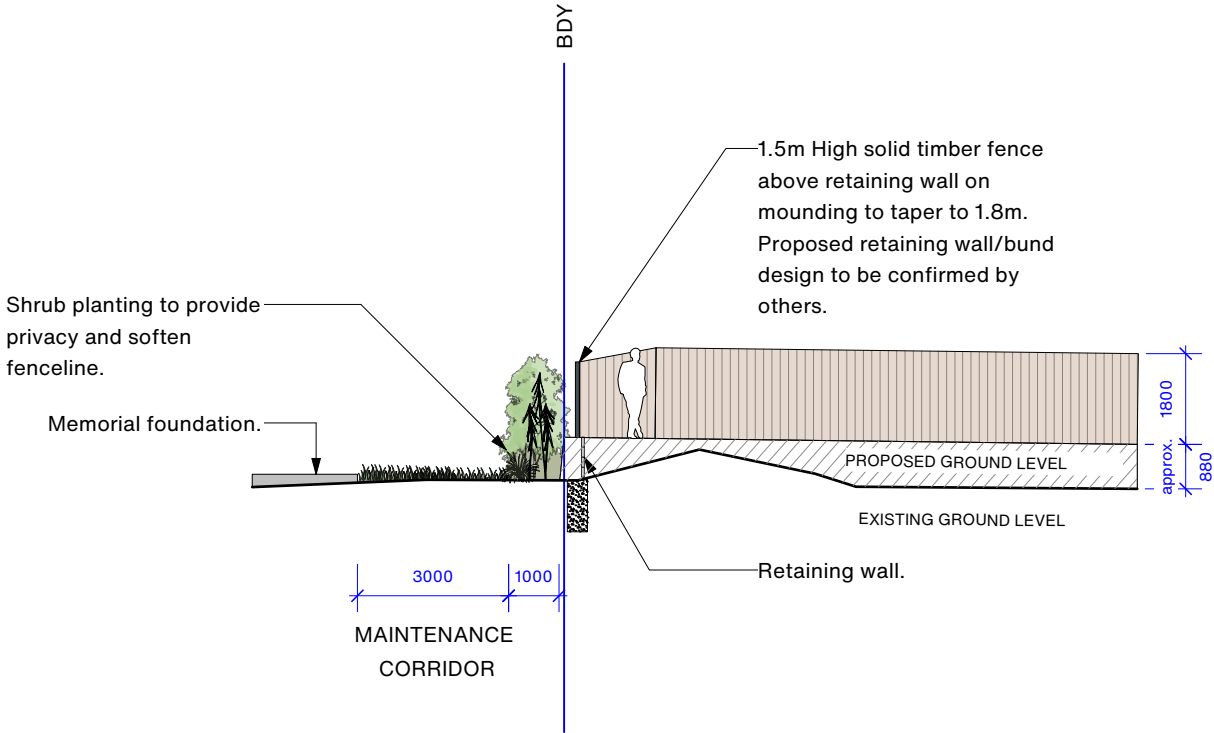
A RETAINING WALL/BUND SECTION
1101 Scale: 1:150



B RETAINING EARTH BUND SECTION
1101 Scale: 1:150



C RETAINING EARTH BUND SECTION
1101 Scale: 1:150



D RETAINING WALL/BUND SECTION
1101 Scale: 1:150

- NOTES
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SECTIONS

FOR DISCUSSION		
DESIGN	DRAWN	REVIEW
TS	OH	TS
DATE	05.08.26	
SCALE	1:150	A3
REF NO.	5653	
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TREES



Kānuka - Kunzea ericoides



Lemonwood - Pittosporum eugeniodes



Cabbage Tree - Cordyline australis



Ribbonwood - Plagianthus regius



Lancewood - Pseudopanax crassifolius



Mānuka - Leptospermum scoparium



Kōhūhū - Pittosporum tenuifolium



TYPICAL ELEVATION - NATIVE SCREENING TO LOTS
SCALE: 1:100

SHRUBS



Hen & Chicken Fern - Asplenium bulbiferum



Prostrate Kōwhai - Sophora prostrata



Mingimingi - Coprosma propinqua



Mingimingi - Coprosma crassifolia



Carex virgata



Turutu - Dianella nigra

LEGEND

- NOTES**
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PLANT PALETTE		
ISSUE		
FOR DISCUSSION		
DESIGN	DRAWN	REVIEW
TS	OH	TS
DATE	05.08.26	
SCALE	1:75	A3
REF NO.	5653	
SHEET NO.	REVISION	

POLICY

Roads and Streets

Street and Reserve Trees**1 Introduction**

In urban environments trees have a significant environmental role to play in enhancing streetscapes; breaking up the visual impact of buildings, softening hard landscapes and adding a natural element to an otherwise artificial environment. Mature trees are often the only significant natural landscape feature in a new development area and can act as landmarks within the District.

Mature trees provide most environments with a sense of scale. They are an important part of the landscape, providing colour, form, focal points, signposts and continuing interest. Trees are considered by many to have an intrinsic value because of their aesthetic beauty, the amenity and character they provide to an area and an economic value to residents and landowners.

Trees can be important links to the commemoration of significant people or events of the past and serve as a cultural element spanning generations of community members. Some individual trees or species have a customary use or significance to Maori and are notable in that context.

In recent years, greater public awareness of environmental issues has led to increased acknowledgement of the value of trees. In particular, trees contribute to the health of the environment by aiding climate control, combating air pollution, providing ecological diversity, attracting and supporting bird life and providing shade and shelter.

2 Policy Context

Trees are an important part of the community infrastructure. There is a need to recognise that different tree species have different life spans and there is a need to manage trees to ensure their longevity and to plan for their replacement.

Trees are a vital element in the District and contribute to the social, environmental, economic and cultural well-being of the residents and visitors to the District.

For the purposes of clarity the terms "street tree" or "tree" used within this policy also refers to Council owned trees located on Council owned land and reserves.

3 Policy Objective

The objective of this policy is to:

- Protect and effectively manage trees located on Council land; and
- Plant appropriate trees on Council managed land for the benefit and well-being of current and future generations; and
- Support the continued protection, retention and well-being of publicly notable trees; and
- Support community based tree initiatives on Council managed land.

4 Policy Statement**4.1 General**

The Council supports the planting of street trees in urban areas where practicable to enhance communities and neighbourhoods. Factors determining this include physical constraints, safety, the opinions of residents, traffic issues and the location of essential services. All street tree planting must have Council approval and will generally be undertaken by the Council on existing streets and by developers in new subdivision areas.

The Council will maintain an inventory of street trees. As part of this an audit will be carried out to assess the condition of each street tree and the information entered into a database. The database will be updated on an ongoing basis as part of the Council's tree maintenance contract.

POLICY

Roads and Streets

Street and Reserve Trees

All street tree planting will be carried out in accordance with the Council's Engineering Code of Practice.

4.2 New Street Trees

All trees selected for planting shall be approved by the Community Greenspace Team.

All new subdivisions, as part of their landscape plan, will incorporate street tree plantings. These landscape plans are approved by Council as part of the subdivision consent.

The Council is responsible for planting trees in existing streets. Urban streets will be planted with street trees where possible. Collector roads are likely to have trees planted on either side as an avenue or incorporated into a median strip. Minor streets vary between having trees planted on one or both sides of the street, outside each or every second house or in groves at the end of the street. Exact locations are site specific.

Council does not generally plant street trees in rural or semi-rural road reserves except as part of an approved landscape plan which is usually developed to enhance the entrances to a subdivision. Where trees have been planted as part of a rural or semi-rural subdivision Council will maintain the trees for their health and public safety.

The Council has a street tree planting programme for the District. In addition, or as part of this programme, the Council will consider requests from residents for new street trees to be planted. Where there is a request for trees to be planted in a street with no existing trees, the Council will generally seek agreement from the majority of residents so that a contiguous pattern of tree planting can be achieved. The Community Greenspace Team will provide residents with a shortlist of tree species that have the appropriate characteristics for the environment and are suitable for that particular street. In streets where existing trees are planted the same or similar species will be planted where practical.

When preparing designs for upgrading roads, kerb and channel and footpaths the Council will endeavour to preserve existing trees where possible. Works should avoid interfering with the trees in any way including roots and surrounding soil where possible. Where this is not possible an agreed street tree plan will be prepared, approved and implemented as part of the road improvements, unless impractical due to the location of services. Where practical any new or relocated services will be installed in locations that provide the best opportunity for the planting of street trees and their continued growth and development.

4.3 Succession Planting

Some streets and reserves in the District are currently defined by the presence of large mature trees. Large trees provide a living link to the history of the area and have visual and amenity benefits.

As trees age past maturity, they begin to deteriorate. Eventually they reach a point where they need to be removed because either they can no longer be maintained in a safe and healthy state, or they have died.

To continually provide streetscapes and reserves with mature trees it is essential that trees are replaced on an ongoing basis. The following will apply:

- Where a Council owned street tree is removed for any reason a replacement tree may be planted. The replacement will be planted on, or as near as practicable, to the site of the removed tree as determined by Green Space staff in consultation with adjacent residents.
- Where mature trees in streets and reserves are nearing the end of their expected life a replacement tree may be planted in a nearby position prior to the removal of the mature tree

POLICY

Roads and Streets

Street and Reserve Trees

(having regard to location, and any relevant planting or reserve management plan). This allows for the replacement tree to sufficiently establish prior to removal of the mature tree.

4.4 Removal of Street Trees

The removal of a healthy tree will only be considered in the following circumstances and even then, only when all options for retaining it have been eliminated:

- Where it causes severe hardship consistent with District Court decisions;
- Where it causes severe disruption to essential services;
- Where it is necessary for a street tree redevelopment plan to be implemented;
- Where it is necessary for the realignment/reformation of a footpath.

In situations where residents claim healthy street trees are having a negative impact on their properties, the following procedure will be followed:

- The tree(s) will be inspected by a Council Community Greenspace Team advisor to ascertain the problem(s).
- Any appropriate works will be carried out by Council's approved tree contractor at the Council's expense. Appropriate works are defined as those necessary to alleviate the problem(s), although not to the extent that the natural attractive form, health or stability of the tree is compromised in the operation.

Where a resident's request for the removal of a tree is received, staff will consult with the neighbours and prepare a report for the relevant Community Board for its consideration.

In the event of road widening or other type of public work where trees are present and have to be removed, consideration is to be given to relocate the trees, if they are suitable for this purpose. Where this is not possible replacement tree planting should be carried out as an integral part of the project and provision for this included in the project assessment and design.

4.5 Removal/relocation of Street Trees in New Subdivisions

The first owners of sections in new subdivisions where street trees have been planted as part of the landscape plans may need to remove or relocate these trees to facilitate vehicle access to the house designed for that section.

In this situation requests for the removal or relocation of a tree must be made in writing to the Council stating:

- The street address of the property and the lot number; and
- The name of the contact person; and
- Contact details; and
- The reason for the tree to be removed or relocated.

On receipt of the request staff will assess the quality of the tree and if the tree can be relocated. This assessment will include:

- Any conditions of sale by the developer;
- Any conditions of the resource consent;
- The streetscape

If the tree can be relocated, an appropriate site is to be marked on the ground in the road berm, where the tree shall be shifted to.

POLICY

Roads and Streets

Street and Reserve Trees

If the tree is removed the householder is required to engage Council's tree maintenance contractor or other contractor approved by the Community Greenspace Team to plant another tree of a large initial size (over 2.5 metres) in the road berm as its replacement. It shall be of the same species unless otherwise approved by the Council.

The cost of removing or relocating the tree is to be borne by the householder, not the Council. If an agent of the householder makes the request then the agent is deemed to be the person responsible for the payment of all expenses relating to removal or relocation of street trees.

4.6 Removal/relocation of established trees to allow for minor subdivisions

It is becoming more prevalent that larger, established sections in urban areas are being subdivided into one or more smaller sections to accommodate the demand for housing in established urban areas. At times this will mean that existing well established street trees will be located in a position where they will impede access to the new sections by either completely blocking the proposed vehicle access points or be directly adjacent to the proposed vehicle crossings. In these circumstances no vehicle crossing should be constructed closer than 3 meters to the centreline of an established street tree. This will ensure that damage will not be done to the tree or the vehicle crossing as the tree matures.

In these situations every option must be explored to determine if an alternative vehicle access is available that will protect the tree from damage.

Where alternative access is not available an application must be made to the Community Greenspace Team for permission to remove the tree which will be referred to the appropriate Community Board. Sub-dividers should be made aware that it may take some time for the Board to consider the matter.

Where Council authorises an established street tree to be removed the developer is required to engage Council's tree maintenance contractor or other contractor approved by the Community Greenspace Team to plant another tree of a large initial size (over 2.5 metres tall) with a calliper measurement of a minimum 50mm, in the road berm as its replacement. It shall be of the same species unless otherwise approved by the Council. The cost of removing or relocating the tree is to be borne by the developer, not the Council.

4.7 Species Selection

To minimise complaints about trees which include: leaf drop; fruit, shade creation and invasive roots, a list of tree species commonly used and suitable for street planting is maintained by the Council's Community Greenspace Team. This list is not exhaustive, nor does planting the species on the list guarantee that individual trees will survive and flourish.

Prior to planting new trees (other than replacement trees) in an existing street the Council will supply a list of suitable trees and ascertain residents' opinions about the species to be used. Consensus among residents will confirm the species to be planted. The final decision on choice of tree species for a particular street rests with the Council's Community Greenspace Team.

The planting of fruit and nut trees is at the discretion of the Community Greenspace Team and the factors listed below will influence that decision.

Factors influencing appropriateness of a species for the site will include the following:

- Soil type
- Drainage
- Local climate
- Width of footpath and width of roadway
- Proximity of houses to street and aspect (potential shading)

POLICY

Roads and Streets

Street and Reserve Trees

- Location of services
- Existing nearby species and character of neighbourhood
- Suitability of species in relation to growth habit and other characteristics
- Cost
- Any additional requirements of the Council's Engineering Code of Practice

4.8 Maintenance

To provide the best opportunity for street trees to grow healthily and reach their full potential at maturity a proactive approach to tree health will be under-taken. This will ensure many problems are dealt with before serious damage occurs.

The first three years after trees are planted are the most crucial to their successful establishment and it is important that they are given extra attention during this period.

All maintenance of street trees owned by Council will be carried out by skilled tree contractors employed by the Council and their performance will be monitored by the Community Greenspace Team. Subdividers will maintain all trees planted by them for the full term of the maintenance period defined in the development consent.

Street trees under three years old from planting will be monitored and watered at least once a fortnight during the summer period if required.

Maintenance work to be carried out in the first three years following planting will include the following:

- Eradication of any weeds within the tree ring
- Replenishment of mulch
- Replacement or removal of the mower guard
- Re-staking or removal of stakes as required
- Pest and disease control
- Remedial works on any damaged limbs
- Removal of suckers
- Fertilising

Chemicals including pesticides and herbicides may sometimes be required to ensure the health and survival of a tree. The application of either herbicides or pesticides is allowed only by Council's tree maintenance contractor or another contractor approved by the Community Green Space Team who will be required to hold an up-to-date, relevant qualification.

4.9 Pruning and Training of Trees

To enhance the health and form of street trees and minimise future maintenance requirements the Community Greenspace Team has a pruning and training programme designed to ensure young trees are correctly trained to fit the streetscape and to minimise any future maintenance.

The primary aim of pruning is to maintain adequate clearance above roads and away from footpaths and to enable trees to develop a proper branch structure with a strong central leader. Such a structure will reduce long term maintenance costs and promote the growth of a healthy and aesthetically pleasing tree.

Pruning may also be carried out on street trees to alleviate shading and leaf fall problems on residential properties where this can be done without detrimentally affecting the tree and following recognised good arboricultural practice. Topping or pollarding of trees is not considered good practice and therefore will be carried out in extreme circumstances and with the authority of the Community Greenspace Team.

POLICY

Roads and Streets

Street and Reserve Trees

Pruning of street trees will be carried out by authorised Council staff or skilled tree contractors employed by the Council.

The Council will take the following action if it becomes aware of unauthorised pruning or interference with street trees:

- A letter will be sent to the resident concerned informing the resident of the Council's stance on unauthorised pruning of street trees;
- If necessary the Council will notify the Police of this intentional damage.
- If the tree is so detrimentally affected it has to be removed, the resident concerned will be asked to pay the full cost of removing the tree and purchasing and planting a replacement tree.

4.10 Planting

It can be difficult to establish new trees in a street environment. Trees can suffer from a lack of shelter and water and vandalism also takes its toll.

To ensure new trees have the best possible chance of surviving the first three years after planting a flyer is put into the letter box of the property the tree is located outside providing information for the resident on how they can assist in ensuring the tree remains healthy and is kept watered.

Planting is generally carried out between May and September and will be carried out according to the Council's Engineering Code of Practice and the Community Greenspace Team's planting specifications.

5 Links to legislation, other policies and community outcomes

Waimakariri District Plan
Waimakariri District Council Engineering Code of Practice
QS-R905 Street Trees – Standard Operating Procedure
Property Law Act 2007, section 333

Community Outcomes:

There is a safe environment for all

6 Adopted by and date

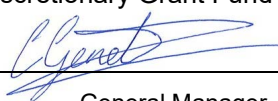
Approved by the Community and Recreation Committee on 21 March 2017 and adopted by Council on 4 April 2017.

7 Review

Review every six years or sooner on request.

Kaiapoi Cemetery Proposed Tree Removal Plan 2026 (Trim 260827255848)



WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-08-06 / 260909272311**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD**DATE OF MEETING:** 21 September 2026**AUTHOR(S):** Thea Kunkel, Governance Team Leader**SUBJECT:** Applications to the Kaiapoi-Tuahiwi Community Board's 2026/27 Discretionary Grant Fund**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

1.1 The purpose of this report is to consider an application for funding received from:

Name of Organisation	Purpose	Amount requested (excluding GST)	Does the application comply with the Discretionary Grant Fund Criteria
North Canterbury Homeschoolers	Towards the cost of hosting a workshop for homeschooled children	\$214	This application does not comply with the Criteria: - The application did not provide evidence of participation from residents of the Kaiapoi-Tuahiwi area. - No supporting financial information was provided.
Total		\$214	

1.2 The current balance of the Kaiapoi-Tuahiwi Community Board's 2026/27 Discretionary Grant Fund is \$10,276.

Attachments:

- i. An application from the North Canterbury Homeschoolers (Trim 260909272615).
- iii. A spreadsheet showing the Discretionary Grant funding for the previous two years.
- iv. Board Discretionary Grant Funding Criteria for the 2026/27 financial year (Trim: 210603089725).

2. RECOMMENDATION**THAT** the Kaiapoi-Tuahiwi Community Board:(a) **Receives** report No. 260909272311.(b) **Approves** a grant of \$.....to the North Canterbury Homeschoolers towards the cost of hosting a workshop for homeschooled children.**OR**(c) **Declines** the application from the North Canterbury Homeschoolers.

3. **BACKGROUND**

- 3.1 The **North Canterbury Homeschoolers** is seeking funding towards hosting an NZSO Composition Workshop for School Years 4 to 8 homeschooled children. This application does not meet the following Board Discretionary Grant Funding Criteria:
- (a) Grant funding would primarily be limited to projects located within the Board's geographical area or providing a clear benefit to residents of the area.
 - (b) The applicant should submit relevant financial information to prove they can deliver the project. Financial information should include a project budget, an organisational balance sheet/profit and loss, and a bank statement to enable the Board to make an informed decision.
- 3.2 The current balance of the Kaiapoi-Tuahiwi Community Board's 2026/27 Discretionary Grant Fund is \$10,276.

4. **KEY ISSUES**

North Canterbury Homeschoolers (NCH)

4.1 Information provided by NCH:

- 4.1.1 Chris Lam Sam is a New Zealand children's songwriter, educator, and performer whose work engages young audiences throughout Aotearoa New Zealand through music, storytelling, and interactive participation. Recognised for his ability to integrate creativity with educational outcomes, his performances encourage children and families to explore, imagine, and engage with music in meaningful ways.
- 4.1.2 Chris Lam Sam has offered the homeschool community the opportunity to participate in an Interactive Composition Workshop for students currently in Years 4 to 8. The workshop is designed for children attending The Music of Emotions Children's Concert and extends the concert experience educationally. Through active participation, students will explore the composition process while deepening their understanding of the themes presented during the performance.
- 4.1.3 During the workshop, students will use small hand percussion instruments, provided as part of the programme, to recompose selected pieces of music featured in *The Music of Emotions Children's Concert*. Chris Lam Sam will lead the workshop, supported by three musicians from the New Zealand Symphony Orchestra. By actively engaging in the creative process of recomposing and performing their own interpretations of the music, students will gain a deeper understanding and appreciation of the works they will subsequently hear in concert. This hands-on learning experience will strengthen their connection to the performance and enhance their understanding of musical concepts, expression, and composition. The workshop is scheduled for September 2026.
- 4.1.4 The NCH have requested \$214 in funding to support the delivery of the workshop in Kaiapoi and to provide children with access to high-quality orchestral learning experiences. The workshop represents a valuable opportunity for young people to engage directly with professional musicians and participate in a unique educational and artistic experience. This initiative aligns with fostering creativity and developing musical skills among young people in the North Canterbury region. As demonstrated during the Rangiora Town Hall Centenary Celebrations, North Canterbury has a significant pool of local talent. Supporting opportunities such as this workshop encourages continued development of musical capability, nurtures emerging talent, and strengthens the region's cultural and creative capacity.

4.1.5 According to the NCH application, approximately 20 families are expected to benefit from the project. Of the participants, an estimated 50% reside in the Rangiora-Ashley Ward, 20% in the Oxford-Ohoka Ward, 7% in the Woodend-Sefton area, and 23% in Christchurch. The application does not indicate any participation from the Kaiapoi-Tuahiwi area. While the project's direct reach is relatively limited, it provides meaningful educational and cultural benefits for participating children and their families. Engagement in music and the arts can foster creativity, confidence, collaboration, and self-expression, contributing to positive personal development and community participation. Opportunities to interact with professional musicians and experience orchestral music can also inspire continued involvement in the arts and support the development of skills that contribute positively to society.

4.2 Council Evaluation:

4.2.1 The application meets the Board's Discretionary Grant Criteria, as a non-profit community group submitted it, and the requested funding of \$214 is in line with the specified \$750 limit per application.

4.2.2 However, the Board's Discretionary Grant Funding Criteria states that funding should be directed toward projects that are primarily located within, or provide a direct and demonstrable benefit to, residents of the Board area. In this instance, the application did not provide evidence of participation from residents of the Kaiapoi-Tuahiwi area; therefore, the direct benefit cannot be clearly quantified. As a result, it is difficult to assess the extent to which the project aligns with the Board's funding priorities and eligibility criteria. However, the workshop will be hosted in Kaiapoi.

4.2.3 In addition, NCH has not provided the supporting financial information required to demonstrate its capacity to deliver the project. The application does not include a project budget, organisational financial statements (including a balance sheet and profit and loss statement), or a current bank statement. Without this information, it is challenging for the Board to adequately assess the financial viability of the project or the organisation's ability to manage and deliver the proposed activities.

4.2.4 At the time of the application, the NCH has not undertaken any fundraising for this project. However, they indicated that the project would proceed if the application was not successful.

4.2.5 This is the first time that the NCH has applied for Discretionary Grant Funding.

5. OPTIONS

5.1 The Board may approve or decline grants as per the grant guidelines.

5.2 The Management Team has reviewed this report.

6. STRATEGIC ALIGNMENT AND COMMUNITY VIEWS

6.1 **Mana Whenua**

The subject matter and/or recommendations contained in this report are unlikely to be of interest to mana whenua.

6.2 **Groups, Organisations and the Wider Community**

No other groups or organisations are likely to be affected by or to have an interest in the subject matter of this report.

6.3 **Implications for Community Wellbeing**

The issues and options discussed in this report have social, cultural, economic, or environmental implications for community well-being. Supporting community initiatives encourages social interaction, reduces isolation, which in turn enhances mental and physical wellbeing.

6.4 Community Outcomes and Strategic Priorities

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. OTHER IMPLICATIONS AND RISK MANAGEMENT

7.1 Financial Implications

7.1.1 There are financial implications for the decisions sought by this report.

7.1.2 The Council's 2026-27 Annual Plan includes a budget provision of \$9,070 for the Kaiapoi-Tuahiwi Community Board to approve grants to community groups for the 2026/27 financial year (July 2026 to June 2027). A carry forward of \$2,839 from the 2025/26 financial year resulted in a total of \$11,909 available for the 2026/27 financial year.

7.1.3 Currently, the Board's 2026/27 Discretionary Grant Fund total is \$10,276. If the application is approved, the Board's Discretionary Grant Fund will have \$10,062 for allocation for the balance of the 2026/27 financial year.

7.2 Community Resilience and Sustainability

The recommendations in this report have no sustainability and/or climate change impacts.

7.3 Risk Management

There are no risks associated with adopting and implementing the recommendations in this report.

7.4 Health and Safety

All health and safety-related issues will be the responsibility of the organisations and groups that have applied for funding.

8. CONTEXT

8.1 Consistency with Policy

These matters are not matters of significance in terms of the Council's Significance and Engagement Policy.

8.2 Authorising Legislation

Not applicable.

8.3 Authorising Delegations

Community Boards have delegated authority to approve Discretionary Grant Funding.

What happens now?

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Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) by posting to Private Bag 1005, Rangiora 7440, New Zealand, or hand delivering to your local Service Centre, or emailing to: IM@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. This information is required within 10 days of the Board decision.
- On receipt of this information payment will be processed to your organisation's bank account.

Groups applying for Board Discretionary Grants 2026/2027

Name of group: _____

Address: _____

Contact person within organisation: _____

Position within organisation: Events Organizer

Contact phone number: _____ Email: _____

Describe your project or event and what the grant funding will specifically be used for. (Use additional pages if needed)

NZSO Composition Workshop - School Year 4-8 - Chris Lam Sam will run an interactive Workshop with homeschooled children. This workshop is aimed at children attending the October concert "The Music of Emotions" in Christchurch and complements the concert experience. The children will use small hand-percussion instruments to recompose, under the direction of NZSO musicians, some of the music they will hear in the concert. The experience of re-composing some of the music they will hear in the concert will provide a deeper understanding of it. Please see link for registration form. <https://forms.gle/BZrr3ukMsxr1Vadm7>

What is the timeframe of the project/event date? 15th September

Overall cost of project/event: \$214 Amount requested: \$214

How many people will directly benefit from this project? 20 families

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 ☐ Adults ☐ Whole community/ward

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

Oxford-Ohoka 20% Rangiora-Ashley 50% Woodend-Sefton _____% Kaiapoi-Tuahiwi _____%

Other (please specify): 23% Christchurch (Without the numbers I wouldn't be able to have the event)

What are the direct benefit(s) to the participants? 111

It is a privilege and honour to be able to make music alongside our National Orchestra.
Many children don't have access to orchestral experiences. We believe music can lead us into constructive experiences and allow us to be positive contributors to society.

What is the benefit(s) to your organisation?

Exposure to music is proven to positively impact on academic achievement.

What are the benefits, economic or otherwise, to the Kaiapoi-Tuahiwi community or wider district?

Government is investing significantly in Arts. We believe our project aligns well with governments position on arts education. It is also a uniquely inspiring opportunity. As seen in the during the Rangiora Town Hall Centenary Celebrations, North Canterbury burst with talent. Supporting youth into music will enhance its capabilities.

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

If yes, name of parent group: N/A

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

N/A

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

None.

What other Council funding sources have you applied to, or intend to apply to for funding this project and the amount applied for i.e. other Community Boards, Annual or Long Term Plan, Community Grants and Enterprise North Canterbury.

None.

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

If yes, please supply details:

No.

If this application is declined, will this event/project still occur? ¹¹² ☒ Yes ☐ No

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

There are a few families from North Canterbury which haven't signed up for this event due to cost. By sponsoring this event the Council will effectively open the opportunity to children who wouldn't otherwise be able to participate. The homeschool community is extremely resilient. Families prioritise the academic achievement of their children in every possible way. Consequences will be individual to each family. We all make choices on how we use our finances to better serve our families.

- Enclosed ☐ Financial Information (*compulsory – your application cannot be processed without financial statements*)
☐ Bank Statement (*Bank Statements will remain confidential*)
☒ Project Budget
☐ Quotes
☒ Costs
☐ 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 an Accountability Report.

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

PLEASE NOTE: A signature is not required if you submit this form electronically. By entering your name in the signature box you are giving your authority to this application.

Signed: 

Date: 08/09/26

Spreadsheet Showing Kaiapoi-Tuahiwi Community Board Discretionary Grant for the 2026/27 Financial Year

	Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
Kaiapoi-Tuahiwi Community Board 10.136.100.2410		Carried forward 2025/26 = \$2,839	2026/27= \$9,070				\$ 11,909.00
	20-Jul	R13 Youth Development Trust	Signwriting for Community Service Programme vehicle		\$582.91	\$583	\$11,326
	20-Jul	North Canterbury Dive Club Inc	50th Anniversary	laid on the table want more info about the event and ticket sales	\$4,000		
	17-Aug	Big Brothers Big Sisters of North Canterbury	Towards the production of a 15-second cinema advertisement		\$750	\$750	\$10,576
	17-Aug	All Stars Marching Teams	Towards accommodation for training camp	Withdrawn	\$750		
	17-Aug	All Stars Marching Teams	Towards van hire costs for trip to South Islands in Dunedin December 2026		\$750	\$300	\$10,276
	21-Sep	North Canterbury Homeschoolers	Towards hosting a interacite music workshop		\$214		

Spreadsheet Showing Kaiapoi-Tuahiwi Community Board Discretionary Grant for the 2025/26 Financial Year

Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
	Carried forward 2024/25 = 1,259	2025/26= \$8,790				\$ 10,049.00
21-Jul	Kaiapoi Community Garden	Towards entertainment @ Jazz and Blues Festival	18-Mar-26	\$500	\$500	\$9,549
21-Jul	Silverstream Residents Volunteer Group	Purchase of Bench		\$740	\$740	\$8,809
21-Jul	Allstars Marching Teams	Hall hire for training/practice sessions for the year	6-Mar-26	\$750	\$750	\$8,059
18-Aug	Kaiapoi Pony Club	towards attending the Springston Trophy in Blenheim	Declined	\$1,000	\$0	\$8,059
18-Aug	Kaiapoi Garden Club	Towards hosting the Kaiapoi Garden Competition	9-Mar-26	\$600	\$250	\$7,809
15-Sep	Menzshed of Kaiapoi Inc	towards hosting a Teddy Bear hunt	9-Mar-26	\$650	\$195	\$7,614
15-Sep	The Chris Ruth Centre	Instalation of blinds	Declined	\$735		\$7,614
17-Nov	Noaia Charitable Trust	Community market for equipment and promotion		\$1,000	\$500	\$7,114
17-Nov	Mahi Matatoa Trust	Towards first aid training	27-Mar-26	\$585	\$585	\$6,529
17-Nov	Community Colleges New Zealand - Comcol North Canterbury	Towards materials and labour to install a mounting block	26-May-26	\$1,056	\$500	\$6,029
16-Feb	Community Watch Kaiapoi Incorporated	Toeards an upgrade of the vehicle radio and purchase of four portable radios	13-May-26	\$750	\$750	\$5,279
16-Feb	McCullough Guards Leisure Marching	Towards hosting the National Leisure Marching Event	Withdrawn	\$750 -\$1,000		\$5,279
16-Mar	Kaiapoi Toy Library	LeapPad Academy Educational Tablet and Leap Frog LeapMove		\$810	\$500	\$4,779
16-Mar	Rangiora Boxing Club	Towards medical care		\$500	\$500	\$4,279
20-Apr	Chris Ruth Centre Trust	Towards a portable speaker	15-Jun-26	\$190	\$190	\$4,089
20-Apr	North Canterbury Jamboree Scout Troop	Towards Pre-Jamboree camp	Declined	\$1,000	\$ -	\$4,089
15-Jun	Kaiapoi Pony Club	St Johns Ambulence Services		\$750	\$ 750.00	\$3,339
15-Jun	Menzshed	Purchase of a BBQ		\$500	\$ 500.00	\$2,839

Kaipoi-Tuahiwi Community Board

Discretionary Grant Application

Information to assist groups with their application

The purpose of the Board discretionary grant 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. 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 community-based project groups, non-profit community 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.

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 a project summary that includes costs, and shows the areas where funds will be spent, fund raising the group has undertaken towards the project, and other sources of funding that have been accessed. Please note that your application will not be processed if the required financial information is not provided. The Board reserve the right to request additional information.

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/materials
✗ Debt servicing	✓ Toys/educational aids
✗ Payment for volunteers (including arrangements in kind e.g. 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	

- The Board supports a wide range of community activities. However, an 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).
- The Board will consider grant applications every month. Applications must be received at least four weeks before Board meeting dates to be processed on time.
- Grant funding will not be allocated for events/projects that have already occurred, i.e. retrospectively.
- Applications will only be accepted from community-based project groups, not-for-profit organisations, registered charities or incorporated societies. No application from an individual which benefits only one person will be accepted.
- Applications from Funding Committees and/or similar community-based groups associated with schools will be considered only if significant community benefit has been shown and proof is provided that the Ministry of Education does not fund the activity. However, schools themselves are not considered non-profit community-based organisations.
- Organisations predominately funded by the Central Government must provide supporting evidence that the requested grant will not be spent on projects that the Central Government should/do fund.
- Grant funding would primarily be limited to projects located within the Board's geographical area or providing a clear benefit to residents of the area. In exceptional circumstances, the Board may consider applications for projects outside its geographical area and, in such cases, would provide detailed reasons for exceeding its standard scope.
- Grants are generally limited to \$750 with a maximum of \$1,000 in any financial year (July to June). However, a group may apply twice a year, provided it is for different projects. The Board will only consider granting more than \$750 in exceptional circumstances and will provide detailed reasons for exceeding the set limit.
- The application should clearly state the purpose for which the funds will be used. It should be noted that the board will not fund ongoing or annual operating expenditure associated with the administration or running of the applicant's club organisation or club.
- The applicant should submit relevant financial information to prove they can deliver the project. Financial information should include a project budget, an organisational balance sheet/profit and loss, and a bank statement to enable the Board to make an informed decision.
- Applicants must declare any other funding sources for the proposed project for which funding is being sought, especially Council community grants, other Community Boards grants, and Enterprise North Canterbury funding.
- If the group does not provide the information to enable the grant to be paid within three months of approval of the grant being notified, the application will be regarded as closed, and funds will be released for reallocation by the Board.
- If funds are not spent on the specific project applied for within six months of the date of the event/project, the recipient will be required to return the funding to the Council.
- The Council must receive an Accountability Form within 20 working days after the event, completion of the project, or when the funds were spent outlining how the funds were applied. Relevant proof of purchase, such as receipts, bank statements, or invoices, must accompany the Accountability Form, and photos of the event or purchase are encouraged.
- Where possible, Boards request permission to use these photos on their Facebook page, the Council website, or other social media to encourage other community groups' participation.
- No new applications will be accepted until the Board receives the Accountability Form and relevant documentation for previous funding granted.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** GOV-26-08-06 / 260909272534**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD**DATE OF MEETING:** 21 September 2026**AUTHOR(S):** Thea Kunkel, Governance Team Leader**SUBJECT:** Appointment of a Board representative to the Silverstream Residents Volunteer Group**SIGNED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1 SUMMARY**

1.1 The purpose of this report is to consider the appointment of a Kaiapoi-Tuahwi Community Board (the Board) representative (or liaison person) to the Silverstream Residents Volunteer Group.

1.2 A request has been received from the Silverstream Residents Volunteer Group, through the Chairperson of the Board, to appoint a Board representative as a liaison to the Group

Attachments

(i) Request received from the Silverstream Residents Volunteer Group (Trim 260909272602)

2 RECOMMENDATION

THAT the Kaiapoi-Tuahwi Community Board:

(a) **Receives** Report No. 260909272534.

(b) **Approves** the appointment of Board Memberas a Board representative and liaison person to the Silverstream Residents Volunteer Group.

OR

(c) **Decline** the appointment of a Board representative and liaison person to the Silverstream Residents Volunteer Group.

3 BACKGROUND

3.1 Many community groups and organisations have a long-standing association with the Council and Community Boards. Board members appointed to these groups and organisations are expected to act as a liaison between the organisation and the Community Board.

3.2 A request has been received from the Silverstream Residents Volunteer Group, through the Chairperson of the Board, to appoint a Board representative as a liaison to the Group.

4 **KEY ISSUES**

- 4.1 Silverstream Reserve is a 52-hectare reserve located in a rural setting near the settlement of Clarkville. Silverstream Reserve contains extensive areas of establishing native vegetation, unique wetland and dryland habitats, and a clear spring-fed stream that flows through both the eastern and western sections of the reserve. The stream supports native tuna (eel) and an emerging kōura population. These biodiversity values make Silverstream Reserve a unique and important community asset within the Canterbury region. The local community uses the reserve for a variety of recreational, cultural, and educational activities, including walking, dog exercising, picnicking, horse riding, mahinga kai gathering, and environmental education.
- 4.2 Since 2006, the Silverstream Residents Volunteer Group (the Group) has played a significant role in the restoration and protection of Silverstream Reserve. Meeting three times each week, volunteers have contributed thousands of hours to native habitat restoration through planting, plant maintenance, weed control, and predator control activities. The diverse range of volunteer opportunities available enables people of all ages and abilities to become involved. In addition to supporting environmental outcomes, volunteering at Silverstream provides opportunities to connect with others, enjoy the natural environment, and contribute to the local community. The Group's ongoing efforts have significantly improved the reserve's ecological health, amenity, and community value.
- 4.3 The Group has approached the Board requesting that a Board representative be appointed as a liaison to the Group. The appointed Board member would act as the key link between the Group and the Board. The Board representative would be expected to:
 - Attend Group meetings and other relevant activities regularly.
 - Provide feedback to the Board on matters of interest to the Group, including the Group's activities, achievements, and any issues or concerns.
 - Communicate information from the Board and Council that may interest the Group, such as Annual Plan and Long Term Plan consultations, funding opportunities (including Discretionary Grant funding), and other relevant Council initiatives.
- 4.4 The appointed Board representative would not be considered an executive member of the Group and would generally not have voting rights at Group meetings, as these rights are often determined by the Group's constitution or governing rules. The representative's role would be to act as a liaison between the Group and the Board, facilitating communication and information sharing rather than participating in the Group's governance or decision-making processes.
- 4.5 This report does not preclude other community groups or organisations from requesting the appointment of a Board representative to act as a liaison. Nor does it prevent the Board from making further liaison appointments during the current term as opportunities arise. The Board would consider any such requests or appointments on a case-by-case basis and address them as required.

5 **OPTIONS**

- 5.1 The Board may approve or decline the request from the Group to appoint a Board representative.
- 5.2 The Management Team has reviewed this report.

6 **STRATEGIC ALIGNMENT AND COMMUNITY VIEWS**

6.1 **Mana Whenua**

The subject matter and/or recommendations contained in this report are unlikely to be of interest to mana whenua.

6.2 **Groups, Organisations and the Wider Community**

Many community groups and organisations have a long association with the Kaiapoi-Tuahiwi Community Board. The Board works actively with community groups and organisations to improve the community.

6.3 **Implications for Community Wellbeing**

The issues and options discussed in this report have social, cultural, economic, or environmental implications for community well-being. Supporting community groups encourages social interaction, reduces isolation, which in turn enhances mental and physical wellbeing.

6.4 **Community Outcomes and Strategic Priorities**

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 **OTHER IMPLICATIONS AND RISK MANAGEMENT**

7.1 **Financial Implications**

7.1.1 There are financial implications of the decisions sought by this report. Representing the Board on outside Advisory Groups and Organisations is covered through the Council's existing Operational Budgets.

7.1.2 No additional remuneration is provided for representing the Board on outside Advisory Groups and Organisations, as that is considered part of an elected member's regular duty.

7.2 **Community Resilience and Sustainability**

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

7.3 **Risk Management**

Adopting and implementing the recommendations in this report carries no associated risks.

7.4 **Health and Safety**

All health and safety-related issues will be the responsibility of the organisations and groups that have applied for funding.

8 **CONTEXT**

8.1 **Consistency with Policy**

These matters are not matters of significance in terms of the Council's Significance and Engagement Policy.

8.2 **Authorising Legislation**

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

8.3 **Authorising Delegations**

Council Delegation SD-M1041.

From: [Jackie Watson](#)
To: [Thea Kunkel](#)
Subject: New community board rep
Date: Tuesday, 4 August 2026 10:37:54 AM
Attachments: [image001.jpg](#)
[image002.png](#)
[image003.png](#)

Kia ora Thea

Silverstream Reserve (Al Blackie) would like a rep from the community board and I have asked Henrietta who is only too happy to do that. Can you take over from here with the necessary paperwork?

Many thanks.

Nga mihi

Jackie Watson | [Kaiapoi-Tuahiwi Community Board](#)

Phone: 0800 965 468 (0800 WMK GOV)
Mobile: [+6422 350 9547](#)
DDI: [+64 22 350 9547](#)



waimakariri.govt.nz

KAIAPOI-TUAHIWI COMMUNITY BOARD

CHAIRPERSON'S REPORT

For the month of September 2026

Name: Jackie Watson

COMMUNITY INTERACTION	ISSUES RAISED	ACTION SUGGESTED
<i>i.e, Events, meetings, e-mails</i>	<i>i.e, Community Feedback and Concerns</i>	<i>i.e, Call for report, refer to Council, Service Request</i>
WPAT	Workshopping future pathways for trust with Wendy Oram	
Rangiora Town Hall cocktail party	100 year celebration	
Darnley Club AGM	An opportunity to thank the trust chaired by John Meyer for the magnificent work they do for seniors in our community	
Honda Park	Opening of storyboards.	
All Boards		
Kaiapoi Bridge steering group meeting	Finalising the opening of the bridge	

- * *The purpose of the Chair's report is to provide a short update to Board members in relation to activities/meetings that you have attended or to provide general Board related information.*
- * *The Chair is urged to submit a written report in time for inclusion in the Community Board Agenda for the community's benefit.*

KAIAPOI-TUAHIWI COMMUNITY BOARD

MEMBERS INFORMATION EXCHANGE

For the month of September 2026

Member' Name: Tim Bartle

COMMUNITY INTERACTION	ISSUES RAISED	ACTION SUGGESTED
<i>Events, meetings, e-mails</i>	<i>Community Feedback and Concerns</i>	<i>Call for report, refer to Council, Service Request</i>
<i>Citizenship Ceremony</i>		
<i>Canterbury Mayoral Forum webinar</i>		
<i>Rangiora Town Hall Centenary celebration</i>		
<i>District Licensing Committee</i>		
<i>Pegasus Cuppa</i>	<i>The last one before moving to the new community centre</i>	
<i>Kaiapoi promotions AGM</i>		
<i>LGNZ briefing: Infometrics' Brad Olsen on rates capping and latest quarterly Insights</i>	<i>Bitumen costs expected to ingress 40%</i>	
<i>Rosburn Open Day</i>	<i>A wonderful development</i>	
<i>LGNZ briefing: ACT's Simon Court discusses infrastructure and RMA reform</i>		
<i>Ministry Primary Industries - update on Avian Influenza H5N1</i>	<i>Still a lot of concern</i>	

- * *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.*
- * *Members are urged to submit written information exchange in time for inclusion in the Community Board Agenda for the community's benefit.*

KAIAPOI-TUAHIWI COMMUNITY BOARD

MEMBERS INFORMATION EXCHANGE FOR AUGUST/SEPT 2026

Member's Name: Shona Powell

COMMUNITY INTERACTION	ISSUES RAISED	ACTION SUGGESTED
<i>i.e, Events, meetings, e-mails</i>	<i>i.e, Community Feedback and Concerns</i>	<i>i.e, Call for report, refer to Council, Service Request</i>
Attended meeting between staff and current users of centre to discuss transition to new centre. Also went to site visit to see progress on building.	Issue for at least one user was storage for a large amount of equipment with questions around why the building wasn't made larger or outside storage allowed for.	Discussed with the users around how valuable each square metre of the building was to ensure it was multi-purpose within the budget set, the size of the site and placement of the centre. Storage had been a major talking point at the steering group. There is some limited storage for groups. Given the site is prime lakefront land, outside storage was discussed but not endorsed.
Opening of John Harris Memorial Lion's Den in Woodend	Feedback from everyone that I spoke with was that the refurbishment of the Den was great and made the space much more usable and the naming was a fitting tribute to John and his involvement in the Woodend community.	
Pop up Welcoming Communities events in Silverstream at Tirikatene Reserve and at Crossley Ave reserve in Ravenswood and along with representation from Neighbourhood Support	Some in-depth conversations. Praise for Crossley Avenue playground. One family raised the lack of a facility for competition roller skating. There is a trial underway at Mainpower Stadium, and they would like to see this made permanent.	Skating club in discussions with North Canterbury Sport & Recreation Trust.
Attended Kaiapoi Promotions Association AGM	Low turnout. Congratulations to the elected officers. Membership fees remained the same as last year. The Christmas Carnival will be held earlier this year and is on Saturday 28 November from 9.30am to 3.30 pm	
Lots of positive feedback from locals and some visitors to Kaiapoi on the bridge	Very positive comments about the new bridge balustrades, panels and lighting. Some that were originally not happy about the bridge being changed are now saying they are very impressed with the result and looking forward to seeing all the panels in place.	

Items of Interest:

- There will be a public open day at the new Pegasus Community Centre, Pegasus Main Street on Saturday 10th October noon – 4pm.
- Isite in process of moving from Enterprise North Canterbury to Ruataniwha - Kaiapoi Library
- 24-month trial of Natural Burials at Cust West-Eyreton cemetery approved
- Waimakariri Access Group – have stepped down as Chair after 5 years but will remain on the Group as the Council representative
- Te Kōhaka o Tūhaitara Trust – discussion around fire risk with predicted El Niño weather pattern and possible approaches to how to ensure the safety of people and the park
- Shared path from Pineacres into Kaiapoi now has practical completion
- Northern Pegasus Bay Advisory Group – two groups of 3rd year geography students from University of Canterbury are doing research in the area. One is looking into the issues and possible solutions around whitebaiting and the other into water quality in the Ashley Rakahuri estuary and the sampling. They attended the last Northern Pegasus Bay Advisory Group meeting and told us about the research they will be doing and stayed to see how the group worked. Hurunui District Council gave an overview of the results from their beach user survey. Next step is their bylaw review

Councillor role meetings:

- Council meetings, committee meetings, briefings and workshops
- All Boards – briefing on Head Start
- LGNZ online briefings on various topics
- Migrant Agency Group meeting
- Northern Pegasus Bay Advisory Group
- Waimakariri Access Group meeting
- Cultural training
- Welcoming Communities meeting
- Community Wellbeing North Canterbury Trust meeting
- Te Kōhaka o Tūhaitara Trust meeting

Any questions let me know but you can see the Minutes of Council and committee meetings online.

KAIAPOI-TUAHIWI COMMUNITY BOARD

MEMBERS INFORMATION EXCHANGE FOR AUGUST/SEPT 2026

Member's Name: Brent Cairns

COMMUNITY INTERACTION	ISSUES RAISED	ACTION SUGGESTED
<i>i.e, Events, meetings, e-mails</i>	<i>i.e, Community Feedback and Concerns</i>	<i>i.e, Call for report, refer to Council, Service Request</i>
Opening of Sparks Family Development	On Boys Road called Rosburn... it features residential, along with repurposing farm sheds into arts and market spaces.	
Attended Waimakariri Wearable Arts event	Great show case of young and adult fashion talent	
Attended Food Secure North Canterbury meeting	They are setting up a charitable trust, focusing on food education and have assisted with the supply of edible trees and plants for food forests.	
Rangiora Townhall 100 year celebration	Weekend was wonderful. Sold out at the two shows and the Sunday tours around the facility were well attended	
Waimakariri Road Safety meeting	The Police informed the group that road side drug testing is able to be done locally.	
RSA in Kaiapoi hosted Merchant Navy day at Kaiapoi Coastguard	Their next event is Armistice day on 11 th November, which will also launch the start of the Passcheandale Walkway of trees to connect Kaiapoi too Woodend cenotaphs. Seven trees will be named after battle honours.	
Attended Darnley Club AGM	They do great work for our older residents.	

Arts Portfolio Update 04 September 2026

To Chris Brown

From Wendy Howe and Mel Foster

Regional Representation

CCC has been in touch with Waimakariri, Hurunui and Selwyn suggesting a Teams catch-up to discuss current state of play. Meeting time TBC.

Art installations

- **Mainpower Stadium sculpture**

Artwork creation delayed due to illness. Planned visit to artist in Amberley to view progress and take video reels/photos for Facebook update. Engineering report still to be done.

- **Howard Kippenberger Sculpture**

On-going meetings/discussion with artist and WPAT. Family communication in progress. Information board to be developed.

- A number of different projects being considered by WPAT including:
 - potential sculpture benefactor for Kaiapoi – report to KTCB via Greenspace on balustrade option.
 - mural offer for skatepark. Still to meet.
 - donation of a large Oamaru stone lizard sculpture to be placed at Kaiapoi Lakes. Information gathering for report to Community Board.
 - painting of transformer boxes (possible project with MainPower). WIP
- Public Art asset register still needs to be completed – Intention to focus on this once other significant projects and documentation are completed.

Supporting Arts Organisations

- **Waimakariri Public Arts Trust:**

Successful Strategy Session held.

- **Waimakariri Community Arts Council**

Working through feedback on MOU etc from WCAC.

- **Art Collection Trust**

Memo to A&R and C&R Committees prepared.

Inaugural meeting of the Art collection sub-committee taken place. Committee working on working through archives to gather information about each artwork.

Arts Strategy activation plan

Working on redraft after input from Strategy team. In progress.

- **Public Arts framework**

With Comms to finalise before going to Chris for formal approval.

- **Workshop pilot**
Programme to be prepared and dates set on a series of short community evening workshops.
- **Proposed Youth Arts Week 2027**
No further progress to date.
- **Video creation of community groups**
Spoken to some community groups who are happy to participate. Visits to be booked.
- **Survey/database**
Survey to be drafted to arts community to reconnect/create database. WIP
- **E-newsletter/website**
Content management plans on list to be created. WIP.
- **Arts Incorporated Society**
Further exploration required – what are other regions doing, how to progress. WIP
- **Arts Strategy Update report to Council**
To be submitted for November meeting.

Subject	Comment / Feedback
El Nino planning	The team are meeting regularly each week to discuss and plan for the wind events that accompany the El Nino weather pattern. This has resulted in an action plan that is being followed as the team aim to pre-empt works in known problem areas. Much of this focus is in areas that we have had tree issues over the past few wind events, in particular to the west of the district and some of the coastal natural zone.
Mandeville Sports Park	Consultation is planned to open end of next week around September 11 with results forecast to be delivered at the November C&R Committee meeting.
Norman Kirk Park	Staff have prepared a report for consideration at the September C&R meeting. It provides a range of options for consideration that pertain to NCSRT's proposal for a gym and alignment with Council's own strategic priorities for the park.
Pegasus Youth	Consultation on the designs has closed and staff have analysed this and written a report for the Board's September meeting. This last engagement did create some level of frustration and concern from a number of residents (mainly surrounding Maungatere Reserve) around the process and has generated a number of emails to elected reps and staff and approximately 60 pages of feedback to analyse. The report presents the options to the Board and discusses the results of the feedback with the intent of confirming final locations for implementation. If approved, construction will happen over the summer period.
Tree Management	Tree maintenance works continue across the district. At Victoria Park, hazardous branch pruning and routine maintenance pruning are underway. On Queen Street, residents have been notified of planned works to the London Plane trees, including crown reduction and removal of deadwood. These works are scheduled to commence in mid-September and will require staged road closures to safely manage traffic and pedestrian movements. At Elm Tree Reserve, the removal of identified hazardous trees is underway to address public safety risks. In Pegasus, scheduled tree maintenance works are nearing completion, while at Silverstream, hazardous branch removal on poplar trees has now been completed.
Welcome to Woodend Beach Sign	This was combined into the Woodend Beach Project so that there was a strong link in aesthetic between the sign and the new development. We are hoping to provide a design of the proposed sign to the board for initial feedback for approval at either the September or October meeting.
Woodend Beach	PDU are working through the tender documentation phase including a resource consent application which is currently being processed as well as an archeological authority (AA). The Consent is almost completely through the process with the final drafting of consent conditions underway. Staff are working to get the tender out within the next two weeks with programmed delivery of the car park and play space currently planned for opening prior to Christmas. The toilets will be put in a separate tender to go out this month also but with a programmed start date following the high use summer period. A detailed memo is being sent to the Board today regarding this update
Sefton Domain	Staff has undertaken a site visit to Sefton Domain to clarify site considerations, amenity and pavilion need to support project planning. Consideration needs to be given to the cost of supporting infrastructure such as electricity, water and parking. Consultants are undertaking a re-validation of the new facility design assumptions. This is due for completion mid-September.
Murphy Park	We continue to work with the Northern Bulldogs to support them around consenting matters on their existing building. A report to September C&R will outline their proposal to develop new amenities on their site and to understand the Committee's position in relation to this given the site's location relative to the stop banks and the risks associated with this. We have a lease in final review to provide certainty of tenure for the club at Murphy Park.
Play, Active Recreation and Sport (PARS) planning	A report for approval to consult on the PARS Strategy will be put to the September C&R committee meeting. Implementation planning will continue to provide for delivery on all of the pillars of the strategy by council and PARS sector partners.

Events and Activations	Planning for the Town Hall Centenary events is progressing. Tickets for the variety shows on 5 Sept have sold extremely well and expect to sell out. Final preparation for the cocktail event on 6 Sept is almost complete. Welcome the Birds event went extremely well and the birds are being installed for display at Milton Memorial Reserve. The opening of the new Storywalk in Kaiapoi is planned for Sun 13 Sept, where the boards from Northbrook Wetlands have been moved to. A new storywalk is being installed at Northbrook. A Halloween event has been proposed for Norman Kirk Park, just waiting on confirmation from organiser.
Sparks Reserve Naming	Progress is being made on installing a naming sign in Spark Reserve following approval of this name at the July RACB meeting. Staff are awaiting pricing quotes to move ahead.
Play research 5 - 12 year olds	Work has commenced to enable research with 5 - 12 year olds to understand their local play needs and local barriers to play to inform future play opportunity provision planning and partnerships. This work is aligned with the PARS strategy and funded by Sport NZ through our Play Advocacy contract.
Elm Green	This play space has been approved by the Board and the tender is now out for contractors. This project is still on track for completion by Christmas.
Kaiapoi Entrance Sign	The tender for the Kaiapoi Entrance Signs will close next week and staff will review tenders to approve the final contractor for the works. Works should therefore begin on site in mid September.
Storywalks - Kaiapoi	Installation of the new StoryWalk in Kaiapoi is currently underway. An opening event is planned for the 13th September at 1pm and an invite will go out to the Kaiapoi Tuahiwi Community Board to attend. The new storywalk signs will be installed at Rangiora and the current panels on display there will be relocated as part of this process to the Te Korotuaheka Wetlands (Honda Forest). Over time, as each new storywalk comes online, these will circulate through the network.

KAIAPOI-TUAHIWI COMMUNITY BOARD

MEMBERS INFORMATION EXCHANGE FOR AUGUST 2026

Member's Name: Philip Redmond

COMMUNITY INTERACTION	ISSUES RAISED	ACTION SUGGESTED
<i>i.e, Events, meetings, e-mails</i>	<i>i.e, Community Feedback and Concerns</i>	<i>i.e, Call for report, refer to Council, Service Request</i>
<i>Water Services Authority</i>	<i>Gave a national perspective on wastewater discharge, treatment plants, drinking water and leakage.</i> <i>a) 61% of residential drinking water is metered.</i> <i>b) 74% of wastewater discharge to marine and estuarine areas.</i> <i>c) WDC leakage index 2-4, should be under 2.</i> <i>d) Many consents are expiring in the next 10 years including our wastewater discharge.</i>	
<i>Headstart Proposal Submitted to MCERT</i>	<i>North Canterbury District Council model with Hurunui. Supported CCC and SDC standalone proposals. Decisions expected in September.</i>	
<i>Kaiapoi to Pineacres Cycleway</i>	<i>Construction completed</i>	
<i>Wolfbrook Fast Track Application Declined</i>		<i>Continuing to meet with residents regarding next steps.</i>
<i>Waimakariri Biodiversity Trust</i>	<i>Offer free help to landowners wanting to protect indigenous biodiversity</i>	
<i>Property Assets Working Group</i>	<i>Busy area. Forer Kaiapoi Subway premises being earthquake strengthened. Elderly persons units occupancy over 90%. Refurbishment was underway at Tyler Court. Abbeyfield MoU was signed.</i>	
<i>Williams Street Bridge Balustrades</i>	<i>Nearing completion with a formal opening in October. Very impressive lighting.</i>	
<i>Rangiora Town Hall Centenary</i>	<i>Celebrated across 5 and 6 September with the shows sold out.</i>	
<i>Refer to weekly Deputys Diary on Facebook for additional coverage and photos</i>		