

MINUTES FOR THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI, ON MONDAY, 15 JULY 2024, AT 4PM.

PRESENT

J Watson (Chairperson), S Stewart (Deputy Chairperson), A Blackie, T Bartle, T Blair and R Keetley (arrived at 4.17pm).

IN ATTENDANCE

B Cairns and P Redmond (Kaiapoi-Woodend Ward Councillors).

C Brown (General Manager Community and Recreation), J McBride (Roading and Transport Manager), I Clark (Project Manager Community and Recreation) and K Rabe (Governance Advisor).

There were two members of the public present.

1 APOLOGIES

Moved: J Watson

Seconded: A Blackie

THAT an apology for absence be received and sustained from N Atkinson and for late arrival for R Keetley who arrived at 4.17pm.

CARRIED

1.1 Matters Arising (From Minutes)

There were no matters arising.

1.2 Notes of the Kaiapoi-Tuahiwi Community Board Workshop – 17 June 2024

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** the circulated notes of the Kaiapoi-Tuahiwi Community Board workshop, held 17 June 2024.

CARRIED

2 DEPUTATIONS AND PRESENTATIONS

There were no deputations or presentations.

3 ADJOURNED BUSINESS

There was no adjourned business.

4 REPORTS

4.1 Ground Lease Kaiapoi Menz Shed – I Clark (Project Manager Community and Recreation)

I Clark presented the report which sought two decisions in relation to the use of the Kaiapoi Community Hub site located in the Kaiapoi South Regeneration area. The decisions sought the approval for the ground lease for Kaiapoi Menz Shed and approval for the temporary storage of three containers on their site.

T Bartle sought clarity on the wording of recommendation (h) in relation to the 'slight differences' between the leases and I Clark replied this was a difference in wording only.

P Redmond asked when the storage agreement came into effect and was told the timing would start once the containers arrived on site, which could be several months away.

B Cairns sought clarity on the term storage and queried if any work would be occurring within the containers. I Clark explained that the first step was to complete the first building, which would then be used for work while the containers would be used to store materials and tools etc.

P Redmond asked if insurance cover would be the same for both the Menz Shed and YDot, given that the Menz Shed would be using volatile materials. I Clark replied that liability insurance would be for one million dollars for both groups. P Redmond queried what YDot did and was told it was basically a trade school which was why the liability cover was the same as the Menz Shed.

Moved: A Blackie

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 240513076330.
- (b) **Approves** the awarding of a ground lease to Kaiapoi Menz Shed at the Kaiapoi Community Hub located at 38 Charters Street for a term of 30 years.
- (c) **Approves** delegated authority to the General Manager of Community and Recreation to finalise lease negotiations with the Kaiapoi Menz Shed.
- (d) **Notes** the storage containers must comply with the design guidelines and are temporary for a maximum period of 24 months.
- (e) **Notes** staff will issue the Menz Shed with an advisory reminder that the containers must be removed or replaced with a permanent solution after 18 months of being on site.
- (f) **Approves** two 20-foot containers and one 40-foot container to be placed temporarily at the Kaiapoi Community Hub for storage purposes for a period of up to two years. Staff will notify the board when this period begins as will only start once building commences.
- (g) **Notes** the lease fee will only be paid if requested (\$1.00 per annum) to fall in line with other community lease agreements, as determined by Council.

- (h) **Notes** that there are slight differences between the lease agreement between the Kaiapoi Menz Shed and the other confirmed leases on the site. This is due to the feedback received from groups as well as the different activities they carry out. However, general conditions are the same.
- (i) **Notes** that consultation regarding the master plan for the Community Hub was undertaken with the community in late 2021. The location of the proposed buildings on this site is in line with this consultation.
- (j) **Notes** that costs associated with the development of the leased area will lie with individual group and the Lessee must ensure that works comply with the site Design Guidelines attached to this report.
- (k) **Notes** that any lease would be subject to a two-year period to start their build to enable the Group to raise the funds it needs for the project.

CARRIED

4.2 **Proposed Roothing Capital Works Programme for 2024/25 and Indicative Three Year Programme – K Straw (Civil Projects Team Leader) and J McBride (Roading and Transport Manager)**

J McBride and K Straw presented the report which sought the Borad's endorsement to the proposed 2024/25 Roothing Capital Works Programme.

J Watson noted that recently a footpath had been constructed on Fuller Street between Silverstream and the Kaiapoi Borough School. However, this highlighted the untidy nature of the opposite berm and queried if it was possible to construct a kerb for that side of the street. J McBride replied that there was no budget for new kerbs and channels only for renewals. If the Board wished it could submit for new kerbing through the Annual Plan.

B Cairns sought clarity regarding the renewal of the footpath on Charles Street (outside Paris for the Weekend) and was told that only the current footpath would be replaced and any extension to the Coastguard could be considered under the Minor Improvement Project budget if required.

T Bartle queried the School Safety Project for Kaiapoi North School and its carryover from 2023/24 financial year. J McBride replied that staff had been working with the school to improve crossing safety and reconfigure street parking to improve line of sight and safety for children crossing Williams Street. A report would be coming to the Board on this matter later in the year. T Bartle also queried the speed treatment for Cosgrove Street. J McBride replied that this would be for traffic calming measures at the intersection of Cosgrove Street and Island Road.

Moved: J Waston

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 240419062979.
- (b) **Endorses** the 2024/25 DRAFT Proposed Roothing Capital Works Programme (Trim No. 240624102120).
- (c) **Endorses** the indicative Roothing Capital Works Programme for the 2025/26, 2026/27 and 2027/28 financial years.

- (d) **Notes** that the outcome of the National Land Transport Programme (NLTP) will not be known until September 2024, and as such it will not be known as to whether co-funding is available until that time.
- (e) **Notes** that feedback from the Community Boards, will be incorporated into the final report which is proposed to be submitted to the Utilities and Roading Committee in August 2024 for approval.

CARRIED

J Watson noted that this was necessary work to be carried out throughout the district therefore supported the motion.

A Blackie concurred.

4.3 **Applications to the Kaiapoi-Tuahiwi Community Board's 2023/24 Discretionary Grant Fund – K Rabe (Governance Advisor)**

K Rabe introduced the applications and took the report as read.

T Bartle queried if the Board had any guidelines or criteria on the amounts it allocated to groups. K Rabe replied that currently there were no guidelines however a workshop on the criteria for the Discretionary Grant Fund would be held after the meeting to discuss this and other concerns raised regarding the Discretionary Grant Fund criteria.

The Board agreed to consider each application individually.

P Redmond queried the policy on funding sports clubs and was told that historically Boards had funded sports clubs acknowledging the general aim of clubs was not to make profit and most clubs who held money did so for maintenance works.

Moved: A Blackie

Seconded: S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 240520080329.
- (b) **Approves** a grant of \$500 to the Waimakariri United Football Club

CARRIED

A Blackie supported this motion as the Waimakariri United Football Club was a strong club which continued to grow. He acknowledged the club had \$67,000 in the bank and as the Board's funds were limited, he believed that \$500 was a reasonable contribution towards this initiative.

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board:

- (c) **Approves** a grant of \$600 to the R13 Youth Development Trust for art supplies for Art Therapy sessions.

CARRIED

J Watson supported this application noting that the R13 Youth Development Trust had been active in Kaiapoi for some time and did not appear to have much in the way of funding. She believed that this was a strong group which did good work with youth in the area.

J Watson noted that this application had been sent on behalf Karanga Mai Early Learning Centre. She noted she had some connection with the Learning Centre when she taught at Kaiapoi High School and acknowledged that some members may have reservations as this application could be considered coming from a school however, she would move the recommendation.

Moved: J Watson

- (d) **Approves** a grant of \$600 to the Community Wellbeing North Canterbury Trust towards the purchase of a digital media screen.

The motion lapsed for want of a seconder.

T Bartle suggested that this report be left to lie on the table until further information regarding the application was received, namely why the Centre had not applied to the Kaiapoi High School for this equipment, why the Trust had filled in the application on the Centre's behalf and if this was a Trust application why would they apply to the Board when it appeared the Trust had sufficient funds to purchase the required media screen themselves.

Moved: T Bartle

Seconded: J Watson

THAT the application lie on the table until further information has been received regarding why the Centre had not applied to the Kaiapoi High School for this equipment, why the Trust had filled in the application on the Centre's behalf and if this was a Trust application why would they apply to the Board when it appeared the Trust had sufficient funds to purchase the required media screen themselves.

CARRIED

5 CORRESPONDENCE

5.1 Council Long Term Plan Submission Response Letter (Trim: 240216022707)

5.2 Letter regarding the Ground Lease Conditions of Historic Railway Building (Trim: 240624101909)

The Chair requested that the letter from J Pearce be acknowledged in the first instance and that this matter be discussed after the meeting in workshop to find a way forward.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahwi Community Board:

- (a) **Receives** the Council Long Term Plan Submission Response Letter (Trim: 240216022707).
- (b) **Receives** the letter regarding the Ground Lease Conditions of Historic Railway Building (Trim: 240624101909).

CARRIED

6 CHAIRPERSON'S REPORT

6.1 Chairperson's Report for June 2024

The Chairperson gave an update on the Kaiapoi Art Expo which had claimed all her time during June and July. She requested that the Board acknowledge the Trustees who run the art expo and who had gone above and beyond given that there had been no co-ordinator to manage the Expo this year. The Board acknowledged Joan Whillans, Clare Giffard, Julia Hassall and Christine Eastgate and the work they had done to produce a

successful and positive event for the district. J Watson noted that sales were down however that was understandable given the economic situation however attendance had been both positive and astonishingly high. She also acknowledged the major sponsors which included Corcoran French, Jed Pearce, Rangiora Pak n Save for the School Expo, John Rhind for 'People's Choice'. The people's choice winner was all over social media which would benefit the artist and the Expo.

A Backie also offered a vote of thanks to J Watson for her untiring work and effort to ensure a successful event which benefited not only Kaiapoi but the district.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the verbal report from the Kaiapoi-Tuahiwi Community Board Chairperson.

CARRIED

7 MATTERS REFERRED FOR INFORMATION

- 7.1 Oxford-Ohoka Community Board Meeting Minutes 5 June 2024.
- 7.2 Woodend-Sefton Community Board Meeting Minutes 10 June 2024.
- 7.3 Rangiora-Ashley Community Board Meeting Minutes 12 June 2024.
- 7.4 Submission Environment Canterbury Long Term Plan – Report to Council meeting 4 June 2024 – Circulates to all Boards.
- 7.5 46 Main North Road, Kaiapoi – Public and Iwi Feedback – Reserve Classification – Report to Council Meeting 4 June 2024 – Circulates to the Kaiapoi-Tuahiwi Community Board.
- 7.6 Health, Safety and Wellbeing Report May 2024 – Report to Council Meeting 4 June 2024 – Circulates to all Boards.
- 7.7 Enterprise North Canterbury Approved Statement of Intent (SOI) Beginning 1 July 2024, and associated 2024/25 Enterprise North Canterbury Annual Business Plan – Report to Audit and Risk Committee meeting 11 June 2024 – Circulates to all Boards.
- 7.8 Commence Public Consultation on Amended Stormwater Drainage and Watercourse Protection Bylaw 2024 – Report to Utilities and Roading Committee meeting 18 June 2024 – Circulates to all Boards.
- 7.9 Private Well Study – Results from 2023 Study – Report to Utilities and Roading Committee meeting 18 June 2024 – Circulates to all Boards.

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items.9.1 to 9.9.

CARRIED

8 MEMBERS' INFORMATION EXCHANGE

8.1 AI Blackie

- Te Kohaka Trust recovering after a difficult month with resignations from staff.
- Public planting days a success.
- Kainga Ora briefing to Council – currently 33 properties in Rangiora and Kaiapoi. Concern that 'pepper potting' was not occurring as originally promised.
- Northern Pegasus Bay Bylaw hearing later in the week with 33 people wishing to be heard.

8.2 Tim Bartle

- Attended All Boards session and disappointed at the lack information shared regarding the District Plan.
- Attended Drainage Advisory Groups – dry winter so no issues at present.
- Matariki event a success and lighting show impressive however highlighted the need for a power supply at Norman Kirk Park.
- North Canterbury Neighbourhood Support ticking along.
- Successful Expo – great for Kaiapoi.

8.3 Tracey Blair

- Darnley Club meeting and garage building project starting.
- Low attendance numbers due to winter illnesses.
- AGM to be held on 10 September 2024.

8.4 Brent Cairns

- Superb Arts Expo.
- Unexpected numbers at Matariki event. Changes to be made to next years event to improve some aspects e.g. traffic management.
- Accessibility platforms at Pegasus and Waikuku which would allow more people to enjoy the beach.
- Springston Trophy event – Enterprise North Canterbury also funded the event so there was concern regarding overlaps with funding. As Portfolio holder he had been included on the ENC funding committee to see how overlaps could be mitigated in the future.
- Kaiapoi Promotions Association had their next event on the 17th July 2024 at 5,30pm at the Coast Guard, they would have Bianca Punt from Attraction Studio to talk marketing tips and the Committee would talk about the review of Christmas event location and how that event would expand into an evening music event.

8.5 Philip Redmond

- Local Government New Zealand Sovereign Citizens zoom session really interesting and could circulate articles on this to members.
- Otautahi Community Housing Trust opening.
- Kaiapoi Community Networking forum.
- Canterbury Property Investors Association forum.
- Road Safety Working Group meeting.
- Adopted the Council's Long Term Plan with rate increase of 9.39%.
- Water done Well teams meeting.
- North Canterbury Sports and Recreation meeting.
- Various Council briefings, workshops, meetings including drainage advisory groups, District Licencing Committee hearing and several roading related meetings with residents and staff.

8.6 **Sandra Stewart**

- Waimakariri Biodiversity Trust looking for Trustees.
- Wonderful Art Expo
- Concern raised regarding the saltwater incursion in the Kaiapoi River.
- Attended the Central Rural Advisory Group meeting and requests that the Board invite Environment Canterbury to come and discuss the Cam River stop banks upgrade as well as the Kaiapoi River monitoring.

8.7 **Russell Keetly**

- Attended Kaiapoi Art Expo and Fire and Ice events.
- Attended All Boards session.
- Attended Museum meeting.
- Concern that more traffic management was needed for big events.

9 **CONSULTATION PROJECTS**

9.1 **Oxford Football Club Using Cust Domain**

<https://letstalk.waimakariri.govt.nz/oxford-football-club-using-cust-domain>

Consultation closes Friday 2 August 2024.

9.2 **Welcoming Communities**

<https://letstalk.waimakariri.govt.nz/welcoming-communities>

Consultation closes mid-August 2024.

The Board noted the consultation projects.

10 **BOARD FUNDING UPDATE**

10.1 **Board Discretionary Grant**

Balance as at 30 June 2024: \$8,600.

The Board noted the funding update.

11 **MEDIA ITEMS**

Nil.

12 **QUESTIONS UNDER STANDING ORDERS**

Nil.

13 **URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 19 August 2024 at 4pm.

There being no further business the meeting concluded at 4.48pm

CONFIRMED

Chairperson

Date

Workshop
(4.49pm to 4.48pm)

- *Discretionary Grant Funding – Kay Rabe (Governance Advisor) – 15 minutes*
- *Lease for Historic Railway Building*
(See Trim Ref 240716116525)
- *Members Forum*
Nil.