

Agenda

Kaiapoi-Tuahiwī Community Board

Monday 17 June 2024

4pm

Kaikanui Room
Ruatanīwha Kaiapoi Civic Centre
176 Williams Street, Kaiapoi

Members:

Jackie Watson (Chairperson)

Sandra Stewart (Deputy Chairperson)

Neville Atkinson

Tim Bartle

Al Blackie

Tracey Blair

Russell Keetley

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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 17 JUNE 2024 AT 4PM.

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

	<u>BUSINESS</u>	<i>PAGES</i>
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 – 20 May 2024</u>	7-16
	<i>RECOMMENDATION</i>	
	THAT the Kaiapoi-Tuahiwi Community Board:	
	(a) Confirms the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 20 May 2024, as a true and accurate record.	
3.2	<u>Matters Arising (From Minutes)</u>	
3.3	<u>Notes of the Kaiapoi-Tuahiwi Community Board Workshop – 20 May 2024</u>	17
	<i>RECOMMENDATION</i>	
	THAT the Kaiapoi-Tuahiwi Community Board:	
	(a) Receives the circulated notes of the Kaiapoi-Tuahiwi Community Board workshop, held 20 May 2024.	
4	<u>DEPUTATIONS AND PRESENTATIONS</u>	
4.1	<u>Jason Miles and Greg Thompson – Kaiapoi North School</u>	
	J Miles and G Thompson from Kaiapoi North School will be in attendance to discuss fencing around the school.	
4.2	<u>Leigh Griffiths – Environment Canterbury</u>	
	L Griffiths from Environment Canterbury will be in attendance to discuss the closure of Hayes Road in the Waimakariri River.	
5	<u>ADJOURNED BUSINESS</u>	
	Nil.	

6 REPORTS

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

18-31

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 240604089138.
- (b) **Approves** a grant of \$.....to the Kaiapoi Softball Club towards hosting the Kaiapoi Klassic Softball Tournament.

OR

- (c) **Declines** the application from the Kaiapoi Softball Club.

7 CORRESPONDENCE

32-37

7.1 Letter from the Kaiapoi District Historical Society

7.2 Memo regarding The Oaks and Courtenay Esplanade Linkage Project

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the letter from the Kaiapoi Historical Society (Trim: 240523083615).
- (b) **Receives** the memo regarding the Oaks and Courtenay Esplanade Linkage Project. (Trim: 240607092534).

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for May 2024

The Chairperson will provide a verbal update.

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

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

9 MATTERS REFERRED FOR INFORMATION

9.1 Rangiora-Ashley Community Board Meeting Minutes 8 May 2024.

9.2 Oxford-Ohoka Community Board Meeting Minutes 8 May 2024.

9.3 Woodend-Sefton Community Board Meeting Minutes 13 May 2024.

9.4 Northern Pegasus Bay Bylaw 2024 – Draft for Consultation – Report to Council Meeting 7 May 2024 – Circulates to all Boards.

9.5 Health, Safety and Wellbeing Report April 2024 – Report to Council Meeting 7 May 2024 – Circulates to all Boards.

- 9.6 Roading Staff Submission May 2024 – Request for Changes to the Roading Capital Works Budget – Report to Council Meeting 21 May 2024 – Circulates to all Boards.
- 9.7 Roading Staff Submission May 2024 – Proposed Adjustments to Walking and Cycling Budgets – Report to Council Meeting 21 May 2024 – Circulates to all Boards.
- 9.8 Solid Waste – Utilities and Roading Department Staff Submission to the Draft 2024-34 Long Term Plan – Circulates to all Boards.
- 9.9 Water Supply – Utilities and Roading Department Staff Submission to the Draft 2024-34 Long Term Plan – Report to Council Meeting 21 May 2024 – Circulates to all Boards.
- 9.10 Drainage Staff Submission to Long Term Plan 2024-2034 – Report to Council Meeting 21 May 2024 – Circulates to all Boards.
- 9.11 Wastewater – Utilities and Roading Department Staff Submission to the Draft 2024/34 Long Term Plan – Report to Council Meeting 21 May 2024 – Circulates to all Boards.
- 9.12 Housing for the Elderly – Proposed new Housing Development – Report to Council Meeting 21 May 2024 – Circulates to all Boards.
- 9.13 Zone Implementation Programme Addendum (ZIPA) Capital Works Programme 2024/25 – Report to Utilities and Roading Committee 28 May 2024 – Circulates to all Boards.
- 9.14 Decision for Unused Water Take Consents – Report to Utilities and Roading Committee 28 May 2024 – Circulates to all Boards.
- 9.15 July 2023 Flood Recovery Progress Update – Report to Utilities and Roading Committee 28 May 2024 – Circulates to all Boards.
- 9.16 Kaiapoi Community Hub – Reallocation of Budget – Report to Community and Recreation Committee 28 May 2024 – Circulates to all Boards.
- 9.17 Aquatics May Report – Report to Community and Recreation Committee 28 May 2024 – Circulates to all Boards.
- 9.18 Libraries Update to 16 May 2024 – Report to Community and Recreation Committee 28 May 2024 – Circulates to all Boards.

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items.9.1 to 9.18.

Note:

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

10 MEMBERS' INFORMATION EXCHANGE

38-41

10.1 Brent Cairns

10.2 Philip Redmond

11 CONSULTATION PROJECTS

11.1 Northern Pegasus Bay Bylaw 2024

<https://letstalk.waimakariri.govt.nz/northern-pegasus-bay-bylaw-2024>

Consultation closes Sunday 16 June 2024.

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 31 May 2024: \$381.16.

12.2 General Landscaping Budget

Balance as at 31 May 2024: \$26,790.

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 will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 15 July 2024 at 4pm.

Workshop

- *Restoration of 46 Main North Road – Bex Dollery (Ecologist – Biodiversity) – 20 minutes.*
- *Waimakariri Parking Plan Project – Heike Downie (Senior Advisor – Strategy and Programme) and Shane Binder (Senior Transportation Engineer) – 20 minutes.*
- *Boat Trailer Parking – Chris Brown (General Manager Community and Recreation) – 10 minutes.*
- *Members Forum*
 - *Nominations for Community Service Awards – 10 minutes.*

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, 20 MAY 2024, AT 4PM.

PRESENT

J Watson (Chairperson), S Stewart (Deputy Chairperson), T Bartle, T Blair and R Keetley.

IN ATTENDANCE

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

C Brown (General Manager Community and Recreation), J McBride (Roading and Transport Manager), K Rabe (Governance Advisor) and A Connor (Governance Support Officer).

There were two members of the public present.

1 APOLOGIES

Moved: J Watson

Seconded: T Bartle

THAT apologies for absence be received and sustained from N Atkinson and A Blackie.

CARRIED

2 CONFLICTS OF INTEREST

T Blair declared a conflict of interest for item 5.1 – ‘*Applications to the Kaiapoi-Tuahiwi Community Board’s 2023/24 Discretionary Grant Fund*’ relating to the Darnley Club as she is the Board representative for this Group.

P Redmond and B Cairns declared an interest in item 6.3 – ‘*Ratification of the Kaiapoi-Tuahiwi Community Board’s submission to the Waimakariri District Council and Environmental Canterbury’s draft 2024-2034 Long Term Plans*’ relating to the Waimakariri District Council as they would be considering the submission during the Council deliberations.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 15 April 2024

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 15 April 2024, as a true and accurate record.

CARRIED

3.2 Matters Arising (From Minutes)

There were no matters arising from the minutes.

4 DEPUTATIONS AND PRESENTATIONS

4.1 Margot Korhonen – Building Communities

M Korhonen introduced herself and highlighted she was an artist who was passionate about community. She had written a guide on how to plan community events from beginning to end. She believed it was a good resource for those with ideas but no knowledge on where to begin. M Korhonen was also interested in holding workshops with groups to help them run a successful community event. Her motto was 'help more people help more people'. The resources in the book were also available for free on her website. Her goal was to have her book in all libraries and schools.

J Watson asked if she had been in contact with the Council's Community Team. M Korhonen responded she had spoken with T Sturley and was hoping to set up a further meeting.

P Redmond questioned if she had any contact with Local Government New Zealand regarding speaking at one of their workshops. M Korhonen noted she had not however would be very interested.

Following a question from T Bartle, M Korhonen stated the book cost \$38.

B Cairns wondered if any of the Waimakariri libraries had purchased a copy of the book. M Korhonen was unsure however would make inquiries.

B Cairns then asked if there were any success stories of people who had used the book. M Korhonen answered while still writing the book the Chair of the Waimakariri Arts Society Julie Hassel, had used the book and by the time it was officially published had achieved many of her goals.

5 ADJOURNED BUSINESS

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

J Watson noted there was a total mobility scheme where card holders could get 75% off taxi services.

B Cairns questioned if the person needing the service would be able to afford the 75% subsidised taxi. K Rabe noted the Darnley Club or the user would have to find other means of covering the remaining cost.

Moved: J Watson

Seconded: S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 240422063140.
- (b) **Declines** the application from The Darnley Club.

CARRIED

T Blair sat back from the table/

S Stewart agreed there were other avenues to investigate and felt that if this application was approved it would set a precedent for future applications.

P Redmond supported the motion as the application did not meet the criteria and the Board did not currently have the funds available.

S Stewart asked if there had been further discussion at the Darnley Club regarding this topic. T Blair noted the person was not able to catch a bus and they were looking at other options for transport.

6 REPORTS

6.1 Proposed School Bus Stop facility at Te Kura o Tuahiwi, Tuahiwi School – P Daly (Road Safety Coordinator/Journey Planner) and J McBride (Roading and Transport Manager)

J McBride spoke to the report highlighting that the school had introduced two new school bus services which had proved very successful. Staff had visited the school during drop-off and 65 children were utilising the bus service. The proposal was to have a bus stop that was only active from 8-9am and 2.30-3.30pm and could be used as general parking during other times.

P Redmond questioned who paid for the permanent bus stop. J McBride stated, in this scenario, the bus stop would be paid for by the Council and would cost \$750. Getting 65 children on school buses rather than in private cars would assist with mitigating the deterioration of roads.

T Bartle asked if it was normal for the Council to cover the cost of bus stops. J McBride noted when the bus stop was located in road reserve it would be paid by Council.

T Bartle further asked how the temporary bus stop currently in place would differ from what was proposed. J McBride informed the Board the temporary bus stop was currently road cones to deter parents from parking in the designated area. The permanent bus stop would include no-stopping signs and yellow lines.

B Cairns sought clarity on what the cost of traffic management to install the signage and yellow lines would be. J McBride noted the traffic management cost would be included in the \$750.

Moved: S Stewart

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** Report No. 240321044984.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the District Planning and Regulatory Committee:

(b) **Approves** the establishment of a school bus stop and associated parking restrictions as proposed by the Te Kura o Tuahiwi, Tuahiwi School, in the location shown in Figures one and two, and as noted in the schedule below.

Schedule:

Item	Town	Street	Location	Side of Street	Restriction	Qualifying Remarks	Comments for consideration
One	Tuahiwi	Tuahiwi Rd	Outside Tuahiwi School	East	Bus Stop	8-9am, 2:30-3:30pm School Days	Requested by the school staff.

CARRIED

S Stewart was glad to see 65 children using the bus services as it was good for the environment and safety. T Bartle concurred.

6.2 **Williams Street Bus Stop Safety Improvements – P Daly (Road Safety Coordinator/Journey Planner) and J McBride (Roading and Transport Manager)**

J McBride noted this proposed bus stop improvement would result in the loss of one car park on Williams Street. Concerns were raised by metro bus as some busses were having to stop over the access to the car park of the Paper Plus/Post shop. This also made it more difficult for people with mobility issues to enter and exit the bus when the doors opened over the cut down of the driveway. Both options investigated by staff would result in the loss of one car park. Staff had spoken to the optometrist and hairdresser who both had no objections to the removal of one car park outside their businesses.

J Watson felt it was dangerous to have bus stop in such close proximity to the car park entrance and roundabout. She asked if there had been consideration to move the entry to the carpark. J McBride stated there had not been and she also believed the fence surrounding the carpark was registered as being a historic fence and therefore could not be changed.

S Stewart questioned if there were any records of cars being hit by buses while parked in the on-street carpark. J McBride noted it was not something staff had investigated however they would normally receive feedback from metro if there had been an incident. Normally the buses would pull forward further rather than try manoeuvre into the stop.

P Redmond noted it was a busy area and if that had been considered in the recommendation. J McBride confirmed it had been considered in the recommendation. Installing the section of no-stopping would allow the bus to stop within its designated area resulting in no blockage of the entrance to the carpark. The proposal should allow the bus stop to work in its current location more effectively.

T Bartle asked if there were any other bus stops in the district that were having similar issues. J McBride stated staff were only aware of one other bus stop in Rangiora with the same problem.

J Watson sought clarity on what the outcome of the parking survey was. J McBride clarified there was capacity in the area for on street parking as the average occupancy in the area was 20-49%.

Moved: J Watson

Seconded: S Stewart

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** Report No. 240322045655.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the District Planning and Regulation Committee:

- (b) **Approves** the reduction of the P120 parking area adjacent the Williams Street bus stop by 7.8 metres outside no. 190 Williams Street.
- (c) **Approves** the installation of 7.8m of no stopping lines prior to the bus stop, in compliance with the proposal at Figure 4 in this report.
- (d) **Notes** that the Schedule of Parking Restrictions will be updated if the subject of this report is approved.

CARRIED

J Watson did not feel the reduction of one car park would have a negative effect.

S Stewart agreed with J Watson and noted there were plenty of other options for parking in the area.

6.3 **Ratification of the Kaiapoi-Tuahiwi Community Board's submission to the Waimakariri District Council and Environmental Canterbury's draft 2024-2034 Long Term Plans – K Rabe (Governance Advisor)**

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 240409054935.
- (b) **Retrospectively ratifies** its submission to the Waimakariri District Council's draft 2024-2034 Long Term Plan (Trim Ref: 240403050934).
- (c) **Retrospectively ratifies** its submission to Environmental Canterbury's draft 2024-2034 Long Term Plan (Trim Ref: 240404051944).
- (d) **Notes** that the Chairperson will speak to both submissions at the respective Council hearings.

CARRIED

T Bartle against recommendation (b)
B Cairns and P Redmund sat back from the table/

6.4 **Kaiapoi-Tuahiwi Community Board Members' Attendance of the New 2024 Zealand Community Boards' Conference – T Kunkel (Governance Team Leader)**

K Rabe noted the three other Community Boards were all sending two people each however there was no compulsion to send a representative to the conference.

Moved: R Keetley

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 240422063279.
- (b) **Notes** that the Board declined to send a representative to the 2024 New Zealand Community Boards' Conference to be held at the Takina Convention and Exhibition Centre in Wellington from 21 to 23 August 2024.

CARRIED

R Keetley felt it was a large amount of money to attend a conference when times were proving to be difficult for many people.

T Bartle concurred with R Keetley and stated he had been outspoken in his condemnation of Local Government New Zealand and therefore could not, in good conscious, attend the conference.

7 **CORRESPONDENCE**

7.1 **Letter to B Cairns regarding New Road Name Request**

7.2 **Tabled Letter from J Miles regarding Fencing at Kaiapoi North School**

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Notes** the letter to B Cairns regarding New Road Name Request (Trim: 240416059603).

- (b) **Receives** the letter from J Miles regarding fencing at Kaiapoi North School (Trim: 240516078218).

CARRIED

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for April 2024

- Creative Communities Funding round – A good range of arts activities were successful including Kaiapoi Art Expo, Riversong, Blackwells Fire and Ice, Kaiapoi Community Garden at Kaiapoi Borough.
- Riversong was Sarah Broughton and Karl Horwarth's first Kaiapoi event and despite it being a cold evening was very successful with a good crowd.
- Laid a wreath on behalf of the Board at the Trousselot Park ANZAC Day Service.
- Waimakariri Arts Trust had a planning meeting for the 2024 Kaiapoi Art Expo. The Trust had been turned down by two major funders and therefore budget cuts would have to be made, possibly affecting the success and outcome of the iconic annual event.
- Presented the Boards submission to the Environment Canterbury Long Term Plan and the Waimakariri District Councils Long Term Plan.
- Attended the launch of the Arts Strategy and spoke about the last 50 years of arts in Waimakariri.
- Did an annual presentation to level one university political science students regarding local government in Kaiapoi. They would have to write an essay comparing Kaiapoi to New Brighton.
- Met with Mayor Gordon, Deputy Mayor Atkinson and Ann and Ray Harper regarding Harry Harpers bequest of approximately \$500,000 to the Council to be spent within a 7km radius of the Charles Street Roundabout.

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

9 MATTERS REFERRED FOR INFORMATION

- 9.1 Rangiora-Ashley Community Board Meeting Minutes 13 March 2024.
- 9.2 Oxford-Ohoka Community Board Meeting Minutes 3 April 2024.
- 9.3 Woodend-Sefton Community Board Meeting Minutes 9 April 2024.
- 9.4 Rangiora-Ashley Community Board Meeting Minutes 10 April 2024.
- 9.5 Kaiapoi Night Market proposal – Report to Council Meeting 2 April 2024 – Circulates to the Kaiapoi-Tuahiwi Community Board.
- 9.6 Adoption of Waste Assessment 2023 – Report to Council Meeting 2 April 2024 – Circulates to all Boards.
- 9.7 ANZAC Day Services 2024 – Report to Council Meeting 2 April 2024 – Circulates to all Boards.
- 9.8 Health, Safety and Wellbeing Report March 2024 – Report to Council Meeting 2 April 2024 – Circulates to all Boards.

- 9.9 E-Scooter Permit Renewal Due 1 May 2024 – Report to Council Meeting 2 April 2024 – Circulates to the Woodend-Sefton, Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards.
- 9.10 July 2023 Flood Recovery Update – Report to Utilities and Roading Committee 16 April 2024 – Circulates to all Boards.
- 9.11 3 Waters Climate Change Risk Assessment – Report to Utilities and Roading Committee Meeting 16 April 2024 – Circulates to all Boards.

Public Excluded

- 9.12 Proposed Sale 21 and 61 Ohoka Road, Kaiapoi – Report to Council Meeting 2 April 2024 – Circulates to all Boards.

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items.9.1 to 9.11.
- (b) Receives the separately circulated public excluded information in item 9.12.

CARRIED

10 MEMBERS' INFORMATION EXCHANGE

R Keetley

- Attended ANZAC services in Kaiapoi.
- Attended Museum monthly meeting. The Annual General Meeting would be held on Saturday 25 May 2024 at 10am.
- Attended the Riversong event.

S Stewart

- Presented her personal Long Term Plan submission to Waimakariri District Council which supported the Biodiversity Trust submission.
- The Greypower Chair had stepped down from her national role which would allow her to concentrate on the local chapter with assistance with Annual Plans and Long Term Plan submissions in the future.
- Kaiapoi Promotions Association did not meet due to not having a quorum.
- Nicky Oulds started the North Kaiapoi restoration program some years ago and had now received money from the Waimakariri Water Zone Committee for poio wetland to go towards further fencing. This was a very large project.
- Nitrate testing done by Greenpeace. Maximum nitrate level under the water regulation was 11.3mg and some local wells had 20mg. This meant the water was not drinkable and was a large health issue for the district.

T Bartle asked how many samples failed the testing. S Stewart noted she was unsure however in previous years over 400 people had tested their water supplies and 40-50 were in region of 20mg.

B Cairns

- Attended Opening of Mandy Palmer Art Exhibition at Art on the Quay.
- Kaiapoi High School had restarted their "Cactus" leadership programme.
- Attended the Clarkville School White Elephant event.

- Attended Kaiapoi Promotions Association monthly meeting – had plans to run a couple of new smaller events in Kaiapoi, some involving businesses. They were also considering alternative locations for the Christmas Carnival due to issues with the land.
- Met with the Civil Defence Team to discuss their presentation to the June All Boards Session that would involve Noth Canterbury Neighbourhood Support.
- Attended Police Constable Tony Maws farewell function. T Maws had supported Noth Canterbury Neighbourhood Support for many years.
- Attended Belinda Topp's Ideal event in Victoria Park.
- Met with Karl and Sarah who had taken over All Together Kaiapoi events. They had a wealth of event experience and were going to build iconic events for Kaiapoi.
- Attended a local event to view the My Kitchen Rules TV programme. The show featured Kaiapoi and the district in a positive light.
- Attended Ronel's Cuppa. Mayor Gordon spoke about the Long Term Plan and Environment Canterbury's Long Term Plan.
- Attended Waimakariri Access Group meeting – mobility parking time limits, issues for some at Dudley Pool regarding changing and Bocca Court marking were all discussed.
- Multiple school and group visits to the Kaiapoi Food Forest. A large group came from Loburn School to learn and volunteer.
- Attended Long Term Plan drop-in sessions in Rangiora, Pegasus, Woodend and Kaiapoi. Feedback showed people liked the relaxed atmosphere and the ability to have questions answered.
- Helped plant trees at Huria Reserve in Kaiapoi.
- Attended Food Secure North Canterbury meeting – were looking for funding for edible trees and plants to help communities create pocket food forests.
- Attended 'Back to Basics' Day in Rangiora. Slightly less numbers than last year however those who attended stayed longer to learn more.
- Attended and spoke at the Grow your Garden for Birds event in Woodend. Was well attended and had lots of great interaction regarding plantings on public land of food forests.
- Attended Road Safety meeting – there had been no fatalities on local roads however there were five serious crashes. Work was being done on pedestrian crossings at both Kaiapoi High School and Kaiapoi North School. Twice as many speeding tickets were issued as well as larger numbers of drivers over the alcohol limit at midday. Police were also attending some road work sites to monitor drivers behaviours.
- Attended Riversong event in Kaiapoi. Had staff sort out trip hazards at the wharf prior to the event starting.
- Attended ANZAC services in Woodend, Pegasus and two in Kaiapoi.
- Attended Kaiapoi Museum monthly meeting – Annual General Meeting would be held on 25 May at 11am.
- Attended Youth Futures event at Mainpower Stadium.
- Visited Christchurch Community housing developments. Learnt about the designs, number of units and mix for things to work best.
- Chaired North Canterbury Neighbourhood Support Meeting – updated vision, values and strategy. Were applying for funding and made a submission to Long term Plan.
- Attended Woodend School Cultural Event. Was a large turnout for the Hangi and the student performances were impressive.
- Met with local Lions group that wanted to provide land to grow food for the community.

- Attended Nancy Holmes funeral – she was a real estate agent in the area for many years.
- Greenspace were to provide mulch and edging for the Woodend/Pegasus food forest.
- NZTA were 60% through the process of purchasing properties for the Woodend Bypass.
- Passed on a video and comments regarding drain clearing on Giles Road.
- Farmers market on Charles Street were at stage where looking to donate to community projects.

P Redmond

- Attended Long Term Plan drop-in sessions at Woodend, Pegasus (Ronel's Cuppa) and Kaiapoi.
- Pegasus Bay Bylaw Hearing – received good submissions and the Bylaw was now out for consultation.
- Attended Royal Commonwealth Society's Annual General Meeting.
- Chaired Waimakariri District Road Safety Working Group – local road deaths were down.
- Attended Local Government New Zealand Zoom.
- Property Portfolio Site Visit to Christchurch to view elderly and social housing.
- Attended LTP hearing sessions remotely.
- Coastguard North Canterbury had blessing and launch of new swift water vessel and four-wheel drive command vehicle. First of kind in New Zealand. Their motto was now 'Saving Lives on Water'.

T Blair

- Attended Riversong event.
- Attended the monthly Darnley Club meeting – they were waiting on consent for a garage.

T Bartle

- Attended Riversong event.
- Attended Long Term Plan hearing and Council meeting held in Kaiapoi.
- North Canterbury Neighbourhood Support meeting. Received police check back after a six month wait as they were very backed up.
- ANZAC Day services, attended Sefton service as well as the two Kaiapoi services.
- Community Networking Forum. Operating in small bubbles and needed to connect more between groups.

11 CONSULTATION PROJECTS

11.1 Beach Volleyball Court at Waikuku Beach

Consultation closes Monday 27 May 2024.

<https://letstalk.waimakariri.govt.nz/beach-volleyball-court-at-waikuku-beach>

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 30 April 2024: \$726.73.

12.2 General Landscaping Budget

Balance as at 30 April 2024: \$26,790.

13 MEDIA ITEMS

Nil.

14 QUESTIONS UNDER STANDING ORDERS

Nil.

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Kaiapoi-Tuahwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 17 June 2024 at 4pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CLOSED AT 5.09PM.

CONFIRMED

Chairperson

Date

Workshop
(5.09pm TO 5.39pm)

- *Charles Street Roundabout – Joanne McBride (Roading and Transport Manager) – 15 minutes*
- *Nominations for Community Service Awards – 15 minutes*
- *Members Forum*

NOTES OF A WORKSHOP OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, ON MONDAY 20 MAY 2024 AT 5.09PM.

PRESENT

J Watson (Chairperson), S Stewart (Deputy Chairperson), T Bartle, T Blair, and R Keetley.

IN ATTENDANCE

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

C Brown (General Manager Community and Recreation), J McBride (Roading and Transport Manager), K Rabe (Governance Advisor), and A Connor (Governance Support Officer).

APOLOGIES

N Atkinson and A Blackie.

CHARLES STREET ROUNDABOUT – J McBride (Roading and Transport Manager).

Key points:

- *The roundabout was designed when the Kaiapoi Town Centre upgrade work was done after the earthquake and before the ENC building was built. It was noted that the ENC building encroached into the traffic corridor.*
- *Issue with trucks and heavy vehicles hitting the verandas had been more prevalent during the Smith Street road works due to heavy vehicles not following the recommended detour.*
- *It was a constrained roundabout and it was not intended for heavy vehicles to travel through.*
- *There had also been issues with temporary drivers and drive who did not know the area. It was unfortunate the isolated incidents were causing issues.*

Questions/Issues:

- *Could trucks be banned from driving through the area?*
A bylaw would have to be in place. Staff had been looking into a bylaw and felt it was a good idea for this area. More advisory signage, requesting trucks use a different route would be installed to see if that would have any affect first.
- *Could Charles Street be made one-way?*
It would be challenging as the roundabout would have to be reconfigured and a better outcome would be for heavy vehicles to not use Charles Street.
- *Less experienced drivers felt the roundabout was not mountable due to its design.*
- *Could the corner at the Cochran French building be widened?*
It could be however it would further encourage heavy vehicles to use the route.
- *Did the Council have a policy regarding building encroachment on the carriageway?*
Yes, the veranda on the ENC building should have been picked up during the building consent stage however it was unfortunately missed.

THERE BEING NO FURTHER BUSINESS THE WORKSHOP CONCLUDED AT 5.39PM.

WAIMAKARIRI DISTRICT COUNCIL**REPORT OR DECISION**

FILE NO and TRIM NO: GOV-26-08-06 / 240604089138

REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 17 June 2024

AUTHOR(S): Kay Rabe, Governance Advisor

SUBJECT: Applications to the Kaiapoi-Tuahiwi Community Board's 2023/24 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 application for funding received from:

Name of Organisation	Purpose	Amount requested
Kaiapoi Softball Club	Towards hosting a softball tournament	\$750
Total:		\$750

Attachments:

- i. Application from Kaiapoi Softball Club (Trim Ref. 240520080107).
- ii. Spreadsheet showing the previous two years' grants.
- ii. Board funding criteria 2023/24. (Trim Ref: 210603089725).

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 240604089138.
- (b) **Approves** a grant of \$.....to the Kaiapoi Softball Club towards hosting the Kaiapoi Klassic Softball Tournament.

OR

- (c) **Declines** the application from the Kaiapoi Softball Club.

3. BACKGROUND

3.1 The Kaiapoi Softball Club is seeking funding to host the inaugural Kaiapoi Klassic Softball Tournament in November 2024.

3.2 The current balance of the Board's 2023/24 Discretionary Grant fund is \$726.

4. **ISSUES AND OPTIONS**

The Kaiapoi Softball Club (the Club)

4.1 Information provided by the Club:

- 4.1.1 The Kaiapoi Softball Club is celebrating 20 years of operation by hosting a softball tournament in November 2024. The tournament will be an Under-17 and adult open to be held at Norman Kirk Park in Kaiapoi. The Club suffered after the Covid lockdowns, with membership declining, which in turn affected the Club's finances. It is hoped that the tournament will attract community interest and support, which will allow the Club to reconnect with the community and garner more interest in the game and the Club itself.
- 4.1.2 The Club will use local suppliers wherever possible for donations and to provide food for the BBQ and food stalls on the day. This tournament will hopefully bring many people from other areas to Kaiapoi, boosting the economy and showcasing the Waimakariri District. The benefit for the participants would be a well-run, fun sporting event at a superior venue and entertainment for the community.
- 4.1.3 It is estimated that hosting the tournament will cost approximately \$5,000, and the Club plans to approach the Rangiora-Ashley Community Board for funding as well, as many of its members are from the Rangiora-Ashley Ward. As part of its fundraising, the Club hosts a Housie Night every Tuesday in Rangiora, with some of the funds raised used for the tournament. If this tournament is successful, the Club plans to make it an annual event. If this application is unsuccessful, the Club will proceed to host the tournament; however, reduced funding may impact the tournament's quality.

4.2 Council Evaluation:

- 4.2.1 The application complies with the Board's Discretionary Grant Application Criteria, as the Kaiapoi Softball Club is a registered sports club. The project will primarily benefit the residents of the Kaiapoi-Tuahiwi area. However, given the tournament's scale, it is anticipated that it will also economically benefit other areas of the district.
- 4.2.2 The balance of the Board's 2023/24 Discretionary Grant Fund is currently \$726; thus, there are insufficient funds to allocate the full requested \$750. However, the Board can allocate the \$726 or leave the report lying on the table to allocate the total amount at its July 2024 meeting.
- 4.2.2 This is the first time the Club has applied for funding from the Board.
- 4.3 The Board may approve or decline grants as per the grant guidelines.
- 4.5 **Implications for Community Wellbeing**
There are social and cultural implications, as sports encourage social interaction, which builds a sense of community, reduces feelings of isolation, and encourages social mixing.
- 4.6 The Management Team has reviewed this report.

5. **COMMUNITY VIEWS**

5.1 **Mana Whenua**

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

5.2 **Groups and Organisations**

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

5.3 **Wider Community**

The wider community will be affected by or interested in the report's subject, as sporting events encourage social interaction, which builds a sense of community, reduces feelings of isolation, and encourages social interaction.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1 **Financial Implications**

6.1.1 The 2023/24 Annual Plan includes a budget provision of \$5,390 for the Kaiapoi-Tuahiwi Community Board to approve grants to community groups for the financial year. With \$2,132 being carried forward from the previous financial year, the Board had \$7,522 to allocate in the current financial year.

6.1.2 The current balance of the Kaiapoi-Tuahiwi Community Board's Discretionary Grant Fund for the 2023/24 financial year is \$726. The Board are not encouraged to go into deficit.

6.1.3 The application criteria specify that grants are customarily limited to \$750 per application, with a maximum of \$1,000 in any financial year (July to June). However, a group may apply twice in a financial year, providing the applications are for different projects. Where applicable, GST values are calculated and added to appropriately registered groups if decided benefits exceed Board-resolved values.

6.2 **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

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

6.4 **Health and Safety**

All health and safety-related issues will fall under the auspices of the groups and organisations which apply for funding.

7. CONTEXT

7.1 **Consistency with Policy**

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

7.2 **Authorising Legislation**

Not applicable.

7.3 **Consistency with Community Outcomes**

People are friendly and caring, creating a strong sense of community in our District. There are wide-ranging opportunities for people of different ages and cultures to participate in community life and recreational activities.

7.4 **Authorising Delegations**

Community Boards have delegated authority to approve Discretionary Grant Funding.

Groups applying for Board Discretionary Grants 2023/2024

21

Name of group: _____

Address: _____

Contact person within organisation: _____

Position within organisation: _____

Contact phone number: _____ Email: _____

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

What is the timeframe of the project/event date? _____

Overall cost of project: _____ Amount requested: _____

How many people will directly benefit from this project? _____

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

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

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

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

Other (please specify): _____

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

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

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

What are the benefit(s) to the Kaiapoi-Tuahiwi community or wider district?

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

If yes, name of parent group: _____

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

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

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:

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

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

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

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

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

Please note: 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: _____

Kaiapoi – Tuahiwi Community Board Request May 2024

The Kaiapoi Softball Club respectfully requests the sum of \$750 (or more if the Board would consider it appropriate) to help in the funding of its Inaugural Kaiapoi Klassic Softball tournament to be held in November 2024.

The Kaiapoi Softball Club has been operating for 20 years and incorporated for 19 years. We are a Club based on strong family values and believe in supporting each other and our Community. We have players from not just the Kaiapoi Community but also Rangiora, Woodend, Ohoka, Pegasus and Christchurch.

Like a lot of Clubs we have suffered severely after Covid and our membership has declined. That has affected not only the funds in our bank account but also our ability to connect with our Community which we are concerned about as we have always been well connected with the Community in the past.

We have some amazing facilities in Kaiapoi with new turf diamonds – one that was recently fully fenced – and we wish to encourage the Community to visit the diamonds and find out what the Club has to offer them.

We wish to host the first of many softball Tournaments at our grounds – the first being 3 November 2024 – which will bring people from the Community to witness quality Softball being played and hopefully inspire them to play as well. The tournament is for under 17 male and female players and also adult players as well which it is hoped will appeal to many people. It will be open to teams South Island wide as it is known that teams in the top of the South Island are very interested in travelling for competition. It is anticipated that it will bring many people into the town not only for the day but also for the weekend as accommodation for the previous night will be required as well as catering options as well.

We will look to source as much as we can for the tournament locally – asking local suppliers to provide us with supplies for our BBQ and I will also ask local food trucks to be present for coffee and ice creams.

We are excited about the opportunities that this Tournament can open for us. Tournaments create lasting memories for players and supporters and we are keen to make Kaiapoi a place that creates lasting Softball memories for many – and keeps them coming back for future tournaments.

Unlike other sports Softball is largely self funded so any assistance that you were able to give would be very much appreciated. If you have any questions regarding our application, please do not hesitate

to contact us. We also welcome you to come to watch our teams play at any one of our games throughout Christchurch. The season starts in October and runs until March.

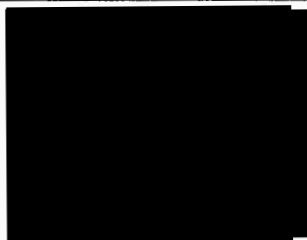
We also have a fantastic set of diamonds in Kaiapoi that we would be proud to host the Board at, please let us know if you would like to come to a game.

Kind regards

Kaiapoi Softball Club

TREASURER
COPY

Maree Dowall and Associates



24th October 2023

Auditor's report: I have audited the Income and Expenditure Account, and Balance Sheet of the Kaiapoi Softball Club and compared them with books, accounts and receipts of the club. In my opinion these accounts give a true and fair view of the financial position of the Clubs's affairs as at 30/04/23.

It should be noted that as part of the funding received for the Premier Womens Tournament and due to the accountability report a refund to Air Rescue of \$4,008 was made in May 2023. Although this is not in the Audit period I have mentioned it as this has not been accounted for in the final balance as at 30th April 2023.

Maree Dowall

Auditor

KAIAPOI SOFTBALL CLUB

Income and Expenditure for the year ending 30/04/2023

	<u>2022-2023</u>	<u>2022-2023</u>
<u>Income</u>	<u>Expenditure</u>	
Comp Winnings - Prem Womens	500 ✓	1.71 ✓
Fundraising	2756 ✓	11146.95 ✓
Prizegiving	0.00 ✓	0.00 ✓
Funding Grants	7881.63 ✓	2670.00 ✓
Interest Received	12.56 ✓	0.00 ✓
Subscriptions	11236.50	40.00 ✓
Subscriptions	0.00	0.00 ✓
Misc- Income	0.00	440.00 ✓
Refunds	0.00	2060.00 ✓
Sponsorship	1300.00 ✓	23.00 ✓
Uniform Sales	555.00 ✓	292.35 ✓
Club Day	0.00	0.00 ✓
		4343.63 ✓
		500.00 ✓
Total Income	24241.69	
		21517.64
		2724.05
		<u>\$24,241.69</u>
	Excess income over Expenditure	
		<u>\$24,241.69</u>

Maree Dowell and Associates
 (Since 1988)
91 Wallers Road
Loburn
RD2 Rangiora 7472
Phone (03) 310-3087
Cell Phone 027 313 7239
mareedowell@hotmail.com

KAIAPOI SOFTBALL CLUB
BALANCE SHEET

FOR THE YEAR ENDING 30/04/2023

Opening Balance	2581.31		5305.36
Petty cash held	0.00		
Petty cash Spent	0		
Excess expenditure over income	2724.05		
			<u>0</u>
			<u>5305.36</u>
		30/04/2023	
To be banked		30/04/2023	0
Cash held		30/04/2023	0
Petty cash held		30/04/2023	0
	<u>\$5,305.36</u>		<u>\$5,305.36</u>

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Cell Phone 027 313 7239

mareedowall@hotmail.com

Spreadsheet Showing Kaiapoi-Tuahiwi Community Board Discretionary Grant for the 2022/2023 Financial Year

	Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
Kaiapoi-Tuahiwi Community Board 10.136.100.2410			2022/23= \$5,270 = carry forwards \$2,627 Total \$7,897				\$ 7,897.00
	18-Jul-22	St Patricks School PTA	Game Lines	18.8.23	\$500	\$500	\$ 7,397.00
	18-Jul-22	Kaiapoi Toy Library	Cultural and sensory toys	28.09.2023	\$500	\$500	\$ 6,897.00
	15-Aug	Reflections	Waimakariri Light Party	15.12.22	\$588	\$588	\$ 6,309.00
	15-Aug	Clarkville Playcentre	Fruit Trees and vegetable plants	8-Dec-22	\$500	\$250	\$ 6,059.00
	21-Nov	Cure Boating Club	Wood stain for floors, egress ramp and stairs	22/08/2023	\$500	\$500	\$ 5,559.00
	20-Feb	North Canterbury Pride	Picnic in the Park	31/12/2023	\$275	\$300	\$ 5,259.00
	20-Feb	Clarkville Playcentre	First Aid Courses	13.06.2023	\$387	\$387	\$ 4,872.00
	20-Mar	Kaiapoi Rugby Football Club	Replace broken cabinet	19.09.2023	\$500	\$500	\$ 4,372.00
	20-Mar	Kaiapoi Community Gardens	Signage	23.08.2023	\$240	\$240	\$ 4,132.00
	20-Mar	WITHDRAWN All Together Kaiapoi	Subscription for software				\$ 4,132.00
	20-Mar	Relay for Life event	Costs of hosting	7.06.23	\$250	\$500	\$ 3,632.00
	17-Apr	R13 Youth Development Trust	Replacement sports equipment, new kitchen equipment and a new printer	1.09.2023	\$500	\$500	\$ 3,132.00
	17-Apr	North Canterbury Adventure Club	Purchase an inflatable shade tent and electric pump		\$825	Declined	\$ 3,132.00
	17-Apr	It Takes A Village Hub	To purchase fabric and elastic		\$500	\$500	\$ 2,632.00
	16-Jun	All Together Kaiapoi	Advertising Matariki in Kaiapoi	19.06.2023	\$500	\$500	\$ 2,132.00
	19-Jun	All Stars Marching	Annual camp	2-May-24	\$500	\$500	\$ 1,632.00

Spreadsheet Showing Kaiapoi-Tuahiwi Community Board Discretionary Grant for the 2023/2024 Financial Year

Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
		2023/24= \$5,390 = carry forwards \$1,632 = Returned funds \$500				\$ 7,522.00
17-Jul	Coastguard North Canterbury	towards upgrading the swift water rescue vessel	sent once the vessel has been purchased	\$500	\$750	\$ 6,772.00
21-Aug	Waimakariri Access Group	Towards running an Inclusive Sports Event	9-May-24	\$750	\$418.27	\$ 6,353.73
21-Aug	Community Wellbeing North Canterbury Trust	towards an 0800 number	7-May-24	\$600	\$600	\$ 5,853.73
16-Oct	Pines Kairaki Beaches Association	Towards hosing a Christmas event	31-Jan-24	\$515	\$515	\$ 5,338.73
20-Nov	St Patrick's School	towards a bike and scooter track	Declined	\$500	\$0	\$ 5,338.73
20-Nov	Community Watch Kaiapoi Inc	towards a AED	8-Mar-24	\$750	\$750	\$ 4,588.73
11-Dec	North Canterbury Pony Club	Towards first aid services	This will only be sent after October when	\$1,000	\$750	\$ 3,838.73
19-Feb	Northern Phoenix paddling club	towards go pro cameras		\$1,667	\$667	\$ 3,171.73
19-Feb	Waimakariri Community Arts Council – Kaiapoi's Art on the Quay	towards promotion of exhibitions	20-May-24	\$695	\$695	\$ 2,476.73
13-Mar	Cure Boating Club	Towards painting a mural on its walls	7-May-24	\$1,000	\$1,000	\$ 1,476.73
15-Apr	Kaiapoi Branch North Canterbury Pony Club Inc	Towards a new BBQ		\$611	\$250	\$ 1,226.73
15-Apr	St Patricks School PTA	Towards new sports balls		\$750	Declined	\$ 1,226.73
15-Apr	Pines Kairaki Beaches Association	Towards hosting community events		\$500	\$500	\$ 726.73
15-Apr	The Darnley Club	Towards the cost of transporting a client		\$728	Declined	\$ 726.73
17-Jun	Kaiapoi Softball Club	towards hosting a softball tournament		\$750		

Kaiapoi-Tuahiwi
Community Board
10.136.100.2410

GOVERNANCE

Kaiapoi-Tuahiwi Community Board

Discretionary Grant Application

Information to assist groups with their application

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

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

The Board cannot accept applications from individuals. All funding is paid to 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. Staff cannot process your application without financial information.

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

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

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

Criteria for application

- The Board supports a wide range of community activities but the application will only be considered if it is deemed of the nature listed in the table of examples of what the Board can fund (see previous page).
- Applications will only be accepted from community-based project groups, not for profit organisations, registered charities or incorporated societies.
- Applications from Funding Committees and/or similar community-based groups associated with schools will be considered provided there is proof that the activity is not funded by the Ministry of Education. However, schools themselves are not considered non-profit community-based organisations.
- Grant funding will not be allocated for events/projects that have already occurred i.e retrospectively.
- The grant funding is limited to projects primarily within the Board area or benefiting the residents of the ward.
- Grants are generally limited up to \$750 with a maximum of \$1,000 in any financial year (July to June), but a group can apply twice a year, providing it is for different projects. The Board will consider granting more than \$750 in exceptional circumstances provided that detailed reasons for exceeding the present limit are provided.
- The application should clearly state the purpose for which the money is to be used.
- The applicant should submit relevant financial information to prove they can deliver the project. Applications will only be processed once the financial information is received. The Community Board reserves the right to request additional financial information on any application if deemed necessary.
- Organisations that are predominately funded by Central Government must provide supporting evidence that the requested grant will not be spent on projects that should be funded by Central Government.
- Applicants must declare other sources from which funding has been applied for, or granted from, for the project being applied to the Kaiapoi-Tuahiwi Community Board, including information on applications to other Community Boards.
- Grant applications will be considered every month by the Kaiapoi-Tuahiwi Community Board. Applications are recommended to be received three weeks prior to Board meeting dates so they can be processed in time.
- An Accountability Form must be provided to the Council 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, banks statements or invoices must be included with the Accountability Form and photos of the event or purchase is encouraged.
- Where possible Boards request permission to utilise these photos on its Facebook page, the Council website or other social media, to encourage other community groups' participation.
- In the event that funds are not spent on the project or activity applied for within 12 months of the date of the event/project, the recipient will be required to return the grant funding to the Council.
- If the activity/event for which funds have been granted does not take place or if the group does not provide the information to enable the grant to be paid within six months of approval of the grant being notified, then in both cases the application will be regarded as closed and funds released for reallocation by the Board.
- No new application will be accepted until the Board receives the Accountability Form and relevant documentation for previous funding granted.

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.
- On receipt of this information payment will be processed to your organisation's bank account.

Kaiapoi – Tuahiwi Community Board

To the Chairperson

Last year the Kaiapoi Museum started looking into having some type of device to enable us to get large and heavy items up the stairs to our storage area. To do so by oneself and have no hands free to enable the use of the hand rail is a health and safety issue. We have in the past asked the council to look into what could be done and it was suggested we get assistance from council staff which is not practical. Having two people trying to carry a large or heavy item up the stairs is just as risky as one or maybe more so.

We made enquires to several companies regarding a modified chair lift or something similar. We were told by some that to modify a chairlift wouldn't be acceptable and that a platform lift is what we would be better looking at.

After further enquires we approached Vestner who supply and install these platform lifts. They visited the Museum and checked what would meet our requirements and quoted on such. They advised that the wall to which the device would be attached would require strengthening, as it is wooden and does not meet the loading criteria.

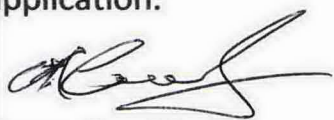
At this stage the quote to supply and install the device is \$45,930 & GST.

The device is made in Austria and once we have a decision to proceed and place an order we will have to put down a deposit. It would then be 22 weeks before we would see it installed. There would be a yearly service fee of \$400.00 & GST for the platform lift. All prices quoted are at time of writing and will be subject to change,

There will also be costs to strengthen the wall which we won't know until the council has engaged an engineer to advise on this.

Our members of the museum see the installation of the device as necessary to comply with our health and safety obligations.

We have submitted to the Waimakariri Council LTP regarding the platform lift and ask the Kaiapoi – Tuahiwi community Board to support us in our application.



Owen Cassidy

On behalf of The Kaiapoi District Historical Society

WAIMAKARIRI DISTRICT COUNCIL	
RECEIVED:	23 MAY 2024
To:	

WAIMAKARIRI DISTRICT COUNCIL**MEMO**

FILE NO AND TRIM NO: RGN-05-08 / 240607092534

DATE: 11 June 2024

MEMO TO: Kaiapoi-Tuahiwi Community Board

FROM: Duncan Roxborough, Project Manager – District Regeneration

SUBJECT: District Regeneration – Recreation & Ecological Linkages
The Oaks & Courtenay Esplanade – Project Update

1. Introduction

The purpose of this memo is to update the Community Board on progress on the Recreation and Ecological Linkages project for The Oaks and Courtenay Esplanade area.

The Waimakariri Residential Red Zone Recovery Plan included proposed development of Recreation and Ecological Linkages throughout the regeneration areas. In Kaiapoi South, these included the Courtenay Esplanade, accessway, and connection to The Oaks.

Elements of many of these linkages already exist - but are incomplete and in poor state or levels of service provided. The current project aims to re-use existing facilities but to upgrade and enhance these, particularly by improving connections and surface facilities in some areas.

Following Concept and Detailed Design, the scope now includes more work around The Oaks and with less emphasis on the Courtenay Esplanade which is deliberately a lower grade and more naturalised path.

A linkage was constructed along the western boundary of the Kaiapoi south regeneration area; this walkway was built in 2022 and is named the Kāikanui walkway. These recreation and ecological linkages are in addition to other developments in Kaiapoi South, including the Huria Reserve Heritage & Mahinga Kai area, and the recently added Kaiapoi Community Hub development.

This is one of the last remaining projects under the District Regeneration Programme and will complete the implementation of the linkages in Kaiapoi South regeneration area. The project already has approved budget from previous Long Term Plans. The budget is in the current financial year and is budgeted to be carried over to next financial year starting 1 July 2024.

The project works start has been delayed to date due to internal resourcing constraints.

2. Current Status

The detailed design is now complete and contractor procurement has been undertaken. The current overview plan is attached to this memo.

The Oaks, and Courtenay Esplanade linkages projects are adjacent to each other, and connected, so are treated as one project. The linkages ultimately connect to other recently completed regeneration projects such as the Kāikanui walkway and the Huria reserve Heritage & Mahinga Kai area paths networks.

Staff are currently negotiating with Fastgrass Landscaping Ltd to finalise a physical works contract. Fastgrass landscaping recently competed the latest stage of the Huria Reserve Heritage and Mahinga Kai development project for Te Kōhaka o Tūhaitara Trust, and will move to the adjacent site. This procurement approach was recently approved by Management Team.

The project was last consulted on during the Reserve Master Plan public consultations process, in 2018.

8.0 Master plan - Kaiapoi South

Context

To the south-east of the town centre, the Kaiapoi South Regeneration Area includes a new mixed-use business area (bounded by Hilton Street and Raven Quay). Rural land uses are planned along Courtenay Drive.

In the Kaiapoi South Regeneration Area there are a number of new reserves. Three recreation and ecological linkage reserves better connect residents with existing reserves and create ecological corridors.

The largest reserve (at approximately 8 hectares) is the Heritage and Mahinga Kai Area. This will be a public reserve that will provide space for traditional mahinga kai activities, cultural and social activities including natural play, education and learning. It will be a unique recreation area with walking and cycling trails and a heritage trail.

The Heritage and Mahinga Kai Area will have its own master plan prepared in partnership with Te Ngāi Tūāhuriri Rūnanga.

Design objectives

- Establish walking and cycling links between neighbourhoods and existing reserves and the new Heritage and Mahinga Kai Area.
- Provide space for community studio, workshops. Provide space for on-site parking and enable a high level of on-site amenity.
- Where possible, retain existing trees.
- Recognise the importance of the Courtenay Stream.
- Restore and enhance native vegetation, habitats and biodiversity.

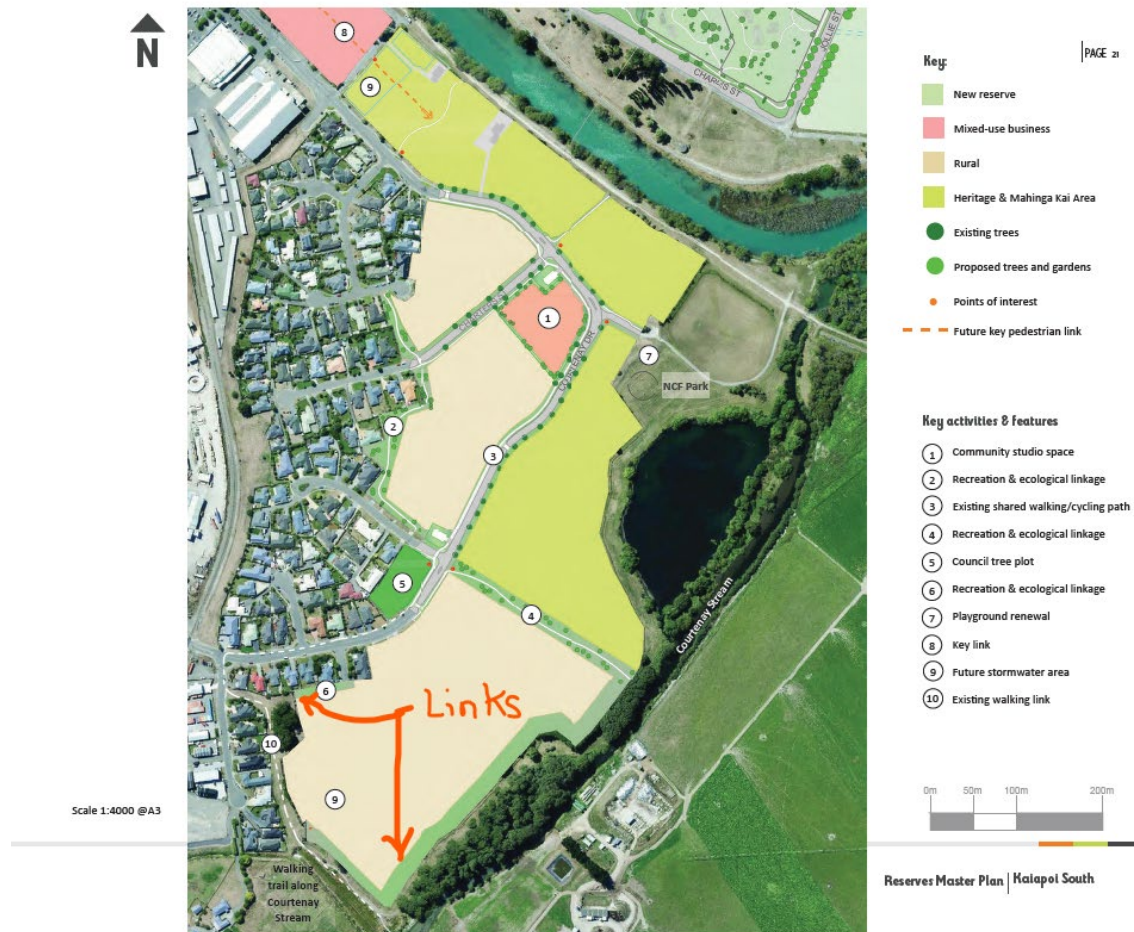
- Recognise the importance of the previous North Canterbury Freezing Works activity.
- Enable opportunities for interpretation, education and discovery.
- Use planting, materials, and signage to tell the local stories.

Key moves

- New recreation and ecological linkages between:
 - Dawson Douglas Place and Wyber Place.
 - Wyber Place, Courtenay Drive and Courtenay Stream.
 - The Oaks and the Oaks Reserve.
- Community studio space on the corner of Courtenay Drive and Charters Street.
- Interpretive panels on Courtenay Drive to recognise historic activities and natural features in the area.
- Ensure a key link between the Heritage and Mahinga Kai Area and the new Kaiapoi South mixed-use business area.
- Ensure a key link between Courtenay Drive and Raven Quay near the intersection with Dawson Douglas Place.
- Native planting in reserves.

Design principles achieved





The work scope has changed through the course of developed design. The final scope has more of the work effort focussed on The Oaks reserve area (and associated linkages to Kāikanui St, Courtenay Drive and the Kāikanui walkway), and less development directly adjacent to the stream. The existing naturalised grass walkway along the Courtenay stream will be retained with minor improvements and tidy-up works only (e.g. trees trimming, and fences modification).

Reasons for the scope change during design development are:

- Courtenay esplanade walkway is already a lower grade and more naturalised walkway, and it has always been the intent to keep a similar level of service
- The esplanade walkway is prone to flooding, and this will likely increase in frequency due to climate change effects. It was never planned or budgeted to raise the walkway level above flood levels as this would be prohibitively expensive due to the length (instead, the work scope opens up more access to the adjacent higher regeneration area, as an alternative grass walkway in the event of high river levels).
- There is ongoing uncertainty about the future use of the adjacent 'rural' land use block in the regeneration area, and how this might impact the linkage
- The works scope instead improves the accesses at either end of the Courtenay esplanade, completing the existing partially complete pathways.
- Revised scope improves links to Kāikanui Street, The Oaks cul-de-sac, Courtenay Drive, and ultimately to the recently completed Kāikanui walkway – following current 'desire lines' for walking etc.
- Scope allows a more thorough tidy up of the Oaks reserve, which is still partially framed by redundant remnant red zone private property fences which are untidy, dilapidated and create potential public safety and CPTED issues. Removing these helps improve aesthetics and ease of reserve maintenance.

The linkage via the Oaks is also a key link as it also connects with the historic bridge over the Courtenay Stream that links with Woodford Glen and the wider Kaiapoi Island path network. The alignment of the grass path alongside the stream has been changed in places to avoid lower lying areas. This alignment would be more cost effective to build, and the path would be more resilient (firmer ground). It would also be more open which allows for better passive surveillance (CPTED). The existing route by the stream which is used in drier conditions would remain, but not developed. This gives a choice for pedestrians with the new alignment being easier and safer to use in most conditions.

The north end of the grass path would eventually pass through proposed plantings in the Heritage and Mahinga Kai area.

The scope was reviewed with the Greenspace Operations and Greenspace Design teams.

3. Next steps

The immediate local neighbourhood will be notified of works via a leaflet drop start works notice
An update will be put on WDC Facebook page

The immediately adjacent two residents in The Oaks cul-de-sac will be directly engaged with by the project team.

Project signage will be erected at either end of the linkages notifying of the works

Diversions around the works site will be in place

4. Timing

Fastgrass plan to mobilise to site week commencing 10th June and commence the main works from Monday 17 June 2024. The works is likely to take approximately 4 to 6 weeks, subject to weather.

Works are being undertaken now, due to the current favourable ground conditions and planting conditions, and the current closure of the bridge. Also, Fastgrass are effectively already nearby site (on the adjacent Huria Reserve).

5. Budget

The project is funded entirely from existing approved Regeneration Activity budgets for this purpose, as follows:

Activity	Ledger	Title	Budget	Actuals to date	Remain Budget
Regeneration	101430.000.5223	The Oaks Rec and Eco Linkage	\$4,000	nil	\$4,000
	101431.000.5223	Kaiapoi south Rec and Eco Linkage	\$25,200	nil	\$25,200
	101529.000.5223	Courtenay Esplanade Walkway	\$110,000	\$13,943	\$96,057
	101541.000.5223	Courtenay River Access	\$10,000	\$39	\$9,961
	Total		\$149,200	\$13,982	\$135,218

The forecast project expenditure is \$149,000 including all design fees and contingency.

6. Landscape Concept Plan



DLA DWYER
LANDSCAPE
ARCHITECTURE

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The Oaks Reserve and Recreational and Ecological Linkages Landscape Concept Plan



11 June 2024
Scale 1:2000 @ A3



MEMBERS INFORMATION EXCHANGE

Board Member: **Brent Cairns**

- Attended Kaiapoi Promotions monthly meeting, they had plans to run a couple of new smaller events in Kaiapoi, some involved local businesses. They were considering alternate locations for the Christmas Carnival, due to issue with the land.
- Met with Nigel Cook, who runs music events in and around Kaiapoi each month, most of which are sold out.
- “Cactus” Kaiapoi High Leadership program had started up again after a number of years in hiatus.
- Two Matariki events on the 28th June 2024.
Kaiapoi Food Forest will run an event from 11am to 3pm with hangi coming up at 2pm.
Kaiapoi events event will start at 4pm and run over a number of days 26th to the 28th June, with a light walk on Corcoran Reserve culminating with fireworks and event at Norman Kirk Park. Parking restrictions in the area and parking in Regeneration areas will be managed by NZRT12.
- Attended a local event to view the My Kitchen Rules TV programme, the show had featured Kaiapoi and the district in a positive light. Best of luck mother and son team Lee and Luke.
- Reviewing town centre flags, they were in need of replacing in around a years’ time. Taking the opportunity to review locations ie including the likes of Woodend, Pegasus, Ravenswood along with how local designers being involved in the designs and whether we have some flags for the likes of Anzac and Matariki holidays.
- Local restaurant Armadillos had closed and Suburban 412 opened this week. The new facility was owned by Sheree and Kosta who do the catering at the local golf club along with a number of other locations throughout the South Island.
- Virtual Work and Income New Zealand (WINZ) trial had been set up in Hurunui, allowing clients from Culverden and Cheviot to have meetings with WINZ via Teams. This trial could be extended and could be of value to those clients that are unable to visit the Rangiora office.

WINZ staff had been told to be tougher with sanctioning clients ie for sabotaging interviews etc which could result in 50% reduction in benefits and on third strike could result in 13 week cancellation of benefit. When children were involved, that was taken into account.

WINZ had been told that when fixed contracts come to an end, they would not be renewed and people leaving would not be replaced.

Government had told WINZ to get people out of emergency housing in Canterbury. Currently there were 266 people/families in emergency housing.

- Some immigrant families were having issues with lack of support for those looking after family at home, additional costs they had to pay ie for education, rentals being substandard and some were having to crowd people into one rental and language issues.

Citizens Advice had 314 visits in March and 319 in April, more complex issues they had to deal with.

Their recent Op Shop fashion show raised \$4,600 for the group.

Their English language classes were in demand with many people attending with nil English.

- Met with Lions group that are keen to provide considerable amount of land in Woodend to grow food for the community. Connected with Food Secure North Canterbury and they in turn were looking at raising funds for seed etc.
- Met with Community Development team to talk about their presentation to June All Boards Session that would involve North Canterbury Neighbourhood Support.
- A few complaints regarding the community funded cameras and may require WDC comms to send out a consistent message as to the cameras purpose and who can view footage. Pegasus have had 36 donations totalling over \$11K. Sovereign Palms had completed fund raising and winding up its activity.
- Attended Waimakariri Access Group meeting, things raised were Mobility Parking time limits, issues for some at Dudley pool re changing, Bocca court markings at Mainpower stadium. Almost all issues have been dealt with by staff...
- Attended Food Secure North Canterbury meeting. The group are looking at funding for edible trees and plants so we can help communities create pocket food forests.

There are a number of interested groups willing to help with creating food forests, Rangiora and Oxford especially.

Working with Kaiapoi Community wellbeing re an idea to provide families with food in buckets to take away and grow.

- Kaiapoi Farmers Market after many years of operating the market had decided to share some of their surplus funds for two building funds, Kaiapoi Food Forest education building and Menzshed building at the Community Hub.
- NZMCA Kaiapoi park was still doing well with strong visitor numbers. Those I spoke to this weekend were from Chch and one group from Lincoln loving the location and close proximity to the town and shops,

Selwyn Council took advantage of the recent NZMCA show at Wolfbrook Arena and in Chch by giving away carry bags along with promotion material.

- Later in June a national company are visiting the Kaiapoi Food Forest to plant and volunteer with the group donating a large number of plants.

Last week they held their AGM and have had the educational shed priced so they can start applying for funding.

- Attended both Kaiapoi and Rangiora Museum AGM meetings, both well attended, showing the wide community support for museums. Challenges in Kaiapoi as they struggle to access

the mezzanine, and staff are reviewing how storage could be expanded at ground level out the back of the museum.

- Around 33 people were living in their cars in Kaiapoi. One person was helped into a WDC home as they were over 65 and fitted the criteria, he was also given furniture and amenities. A huge thanks to Jean with the property team for being able to house this man so quickly.

KAIAPOI-TUAHIWI COMMUNITY BOARD

MEMBERS INFORMATION EXCHANGE

For the month of May 2024

Member' Name: Philip Redmond

MEMBER'S DIARY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
1 May	Property Portfolio Working Group visit to Otautahi Community Housing Trust	Registered housing provider for elderly and social housing.
2 May	Art on the Quay – Ruataniwha	Exhibition opening.
8 May	LTP Hearings at Kaiapoi and Oxford	Via Teams due to Covid.
9 May	LTP Hearings at Rangiora	Via Teams due to Covid.
19 May	Coastguard North Canterbury	Dedication Blackwell fast water rescue boat and four-wheel drive command unit. First in New Zealand.
21 May	LTP Deliberations	Minor changes to reflect submissions. Theme affordability.
4 June	Waimakariri Health Advisory Group	Advertising for an independent Chair.
5 June	Representation Review Working Party	Census data unavailable so recommendation not to proceed.