

**MINUTES OF THE MEETING OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, 176 WILLIAMS STREET, KAIAPOI, ON MONDAY, 17 FEBRUARY 2025, AT 4PM.**

**PRESENT**

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

**IN ATTENDANCE**

B Cairns (Kaiapoi-Woodend Ward Councillor).

C Brown (General Manager Community and Recreation), T Stableford (Landscape Architect), K Straw (Civil Projects Team Leader), G Stephens (Design and Planning Team Leader), D Lewis (Stormwater Engineer), V Thompson (Senior Advisor Business and Centres), K Rabe (Governance Advisor) and A Connor (Governance Support Officer).

There were two members of the public present.

**1 APOLOGIES**

Moved: A Blackie

Seconded: T Bartle

**THAT** apologies for absence be received and sustained from P Redmond.

**CARRIED**

**2 CONFLICTS OF INTEREST**

R Keetley declared a conflict of interest for the briefing conducted by Environment Canterbury.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 18 November 2024**

Moved: J Watson

Seconded: S Stewart

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 18 November 2024, as a true and accurate record.

**CARRIED**

**3.2 Matters Arising (From Minutes)**

S Stewart noted at the last meeting it was requested the Board be kept abreast of the work and testing being done by Environment Canterbury in the Kaiapoi River and that a report be brought back to the Board. N Atkinson indicated that he would be meeting with Environment Canterbury later in the week and would subsequently provide an update to the Board.

S Stewart further asked if there was an update on the floating pontoon. C Brown stated the consent had been lodged with Environment Canterbury and he could provide a memo to the Board on the progress made so far.

### 3.3 **Notes of the Kaiapoi-Tuahiwi Community Board Workshop – 18 November 2024**

J Watson questioned the ownership of land along Fuller Street/Adderly Terrace. C Brown confirmed the Council owned some of the land however one section was owned by KiwiRail. The Council had been trying to gain a license to occupy for many years so this area could be beautified, however staff been unsuccessful.

J Watson further request a report be brought to the Board on the possibility of making Charles Street one way to stop trucks manoeuvring round the circle on Williams Street. N Atkinson confirmed the matter was being worked through the Mayor's office. C Brown confirmed it had been included during the landscaping budget discussions. Greenspace staff were asked to look at options that may work within the current design however no decision had been made on what projects would be completed under the General Landscaping Budget.

Moved: J Watson

Seconded: A Blackie

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the circulated Notes of the Kaiapoi-Tuahiwi Community Board Workshop, held 18 November 2024, as a true and accurate record.

**CARRIED**

### 3.4 **Notes of the Kaiapoi-Tuahiwi Community Board Workshop – 25 November 2024**

Moved: J Watson

Seconded: S Stewart

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the circulated Notes of the Kaiapoi-Tuahiwi Community Board Workshop, held 25 November 2024, as a true and accurate record.

**CARRIED**

## 4 **DEPUTATIONS AND PRESENTATIONS**

Nil.

## 5 **ADJOURNED BUSINESS**

Nil.

## 6 **REPORTS**

### 6.1 **Charles Street – Approval of the Scheme Design and Proposed Relocation of a Mobility Park – K Straw (Civil Projects Team Leader), J McBride (Roading and Transportation Manager) and D Roxborough (Strategic and Special Projects Manager)**

K Straw stated this report followed the workshop held on 18 November 2024. It was proposed to reduce the width of the traffic median along Charles Street to allow for the footpath to be widened whilst retaining the existing angled parking. He noted NZ Post was planning on redeveloping its vehicle entrance resulting in the need for no-stopping lines and the relocation of one mobility parking space. The angled parking would remain P15 and the mobility parks would be P120. The remainder of the existing P120 parking would be formalised. All surrounding businesses were consulted and only New World and The Salvation Army had concerns regarding the narrowing of the carriage way.

N Atkinson inquired about relocating the mobility park to the northwest rather than its proposed position near Paris for the Weekend. In response, K Straw explained that the decision to place it near Paris for the Weekend was made to accommodate vehicles with rear-loading access as well as there already being a mobility park located within the angled parking.

S Stewart queried what ADVT meant. K Straw noted it was the average daily vehicle tally.

T Bartle asked what amount the traffic lanes would be reduced by. K Straw confirmed the traffic lane width was currently 3.4m and would be reduced to 3.1m after the works were completed.

Moved: N Atkinson

Seconded: S Stewart

**THAT** the Kaiapoi-Tuahwi Community Board:

(a) **Receives** Report No. 240819138236.

*AND*

**THAT** the Kaiapoi-Tuahwi Community Board recommends:

**THAT** the Utilities and Roding Committee:

(b) **Approves** the proposed Charles Street Scheme Design as per Trim: 250114004447.

(c) **Approves** the implementation of 6m of no-stopping, between the relocated NZ post entrance, and the existing angle parking, noting that there is insufficient space to accommodate an on-road parking space in this location.

(d) **Notes** that the revised design retains the existing angle parking, and that the footpath width has increased, and the width of the central painted median is reduced to accommodate the wider footpath area.

*AND*

**THAT** the Kaiapoi-Tuahwi Community Board recommends:

**THAT** the District Plan and Regulation Committee:

(e) **Approves** the relocation of the existing mobility park to a new location in front of "Paris for the Weekend", noting it will have a length of 6.6m (the maximum we can accommodate within the constraints of the vehicle entrances).

(f) **Approves** the implementation of "P120" parking restrictions for all parking (including the relocated mobility park) on the southern side of Charles Street, for a distance of 55m between the vehicle entrance to No. 55 Charles Street, and Tom Ayres Drive.

(g) **Approves** the implementation of a "P120" parking restriction for the existing unrestricted mobility parking space at the western end of the angle parking outside No. 55 Charles Street.

(h) **Notes** the "P15" parking restrictions within the extent of angle parking outside No. 55 Charles Street is currently within the Schedule of Parking Restrictions, and will remain as "P15"

(i) **Notes** that the "P15" parking restriction for a mobility parking space may be considered unreasonable, due to the additional time mobility impaired people may require to carry out their business. Therefore, staff recommend a "P120" restriction for this parking space instead.

(j) **Notes** that staff will update the Schedule of Parking Restrictions upon completion of the works.

- (k) **Notes** that the relocation / extension of the NZ Post vehicle entrance encroaches into the existing mobility park, and the relocation of this park results in the loss of one car-parking space as a result.

**CARRIED**

N Atkinson felt it was great to see this project moving forward.

S Stewart also supported the motion in its entirety.

6.2 **Consideration of request for Temporary Closure of Williams Street for Kaiapoi Anzac Dawn Service – S Maxwell (Roading Compliance Officer) and J McBride (Roading and Transportation Manager)**

C Brown stated the Board had the option to support the request to close Williams Street during the ANZAC Day Dawn Service. Issues had been raised in the past due to the noise created by mainly large trucks and buses travelling past during the service. This was not a safety issue. The sound system had also come under criticism in the past and appropriate budget was allocated to improve the sound quality.

Following a question from J Watson, C Brown clarified that the intention was that Raven Quay would still be closed for ANZAC Day due to road works.

T Bartle asked if this was due to the request of one person as closing the street would result in a major disruption. C Brown explained he was unsure how many people had complained.

N Atkinson sought clarity on the length of time the road would be close as from his experience the road could only be closed if it was for a minimum of four hours. C Brown replied there was a process that still had to go through however if the Board was not supportive of the closure, staff would not pursue the matter further.

Moved: A Blackie

Seconded: J Watson

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250122009850.
- (b) **Does not Support** the request to close Williams Street, between Hilton Street and Charles Street for the Kaiapoi ANZAC Dawn Service and retains the status quo and requests the bus service to be respectful when using Williams Street during the time between 6.30am and 7.30am in trying to mitigate the noise during the service.

**CARRIED**

A Blackie stated he had attended the service many times and did not believe the noise was a significant issue. He felt communicating to the bus service would be the best solution.

J Watson agreed with A Blackie's comments and felt with an updated sound system the problem would be mitigated.

6.3 **Norman Kirk Park and Currie Park Play Spaces, Consultation Feedback and Master Plans – Tori Stableford (Landscape Architect)**

T Stableford took the report as read and noted the Waimakariri Access Group had been consulted with and they provided largely positive feedback however requested the rubber matting be extended further throughout the play space as it improved the accessibility. This matter was also raised by the community during public consultation. The Access Group also highlighted the heights of seats and shades over seats should be taken into consideration.

T Stableford also noted targeted consultation had been undertaken with the Kaiapoi Softball Club as they were located next to the proposed Norman Kirk Park play space. The feedback was mainly positive however they noted the bark mulch tended to spread across its fields and would prefer rubber matting to be installed. T Stableford had spoken to the Council's maintenance contractors who, from their experience, found the bark mulch compressed down and only spread around one metre around the play space.

B Cairns asked how many residents were consulted. T Stableford confirmed that within the 500m radius there were around 300 residents.

B Cairns further questioned if this was a priority based on the lack of feedback. T Stableford stated Currie Park was due for renewal meaning the play equipment had to be removed and therefore it was not an option to not have a playground in the area. The proposed location provided more play opportunities with the surrounding sports field. C Brown further noted that the long term needed to be considered and currently many key major sports grounds in the district had play structures located in the area. It was a more efficient way to provide for neighbourhood parks as younger children could be entertained while older children played.

J Watson asked if there was any data on Norman Kirk Park being a place that attracted outside visitors. C Brown stated although there was no specific data there was a large motor caravan park next to the park. There was also provision in the Long Term Plan for a learn to bike park identified also in close proximity to the area which would become a destination for people within the district.

Moved: J Watson

Seconded: A Blackie

**THAT** the Kaiapoi-Tuahivi Community Board:

- (a) **Receives** Report No. TRIM 250205018965.
- (b) **Approves** the Norman Kirk Park Play Space Master Plan for implementation (TRIM 250205019239).
- (c) **Approves** the Currie Park Play Space Master Plan for implementation (TRIM 250205019244).
- (d) **Notes** that should there be sufficient remaining project contingency budget, staff will utilise this to decrease the amount of bark safety surface by utilising the more accessible rubber safety surface in the Norman Kirk Play Space. (TRIM 250205019239).
- (e) **Notes** that \$300,000 is allocated to this project in Councils Long Term Plan, to be spent during the 2024 / 25 financial year. The allocation includes \$191,816 from the Play Safety/Surface Equipment and \$108,184 for Non-specified Reserve Enhancements Budget and was approved by Council as part of the Greenspace Capital Work Programme in 2024.

**CARRIED**

J Watson highlighted this was a growth area and it would be good to attract people from other areas as well as locals.

N Atkinson was supportive of the motion and was satisfied with the location.

6.4 **Applications to the Kaiapoi-Tuahiwi Community Board's 2024/25 Discretionary Grant Fund – Kay Rabe (Governance Advisor)**

K Rabe noted the Outrigger Canoe Club was a new group requiring a large amount of funds. The Club had confirmed it would be buying equipment as and when money was received.

K Rabe further explained there had been concerns raised that the Silverstream Reserve and Down by the Rivers application could be considered payment for service.

Moved: N Atkinson

Seconded: A Blackie

**THAT** the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 241114201554.
- (b) **Approves** a grant of \$500 to the Waimakariri Outrigger Canoe Club towards the purchase of paddles and lifejackets.
- (c) **Approves** a grant of \$500 to Silverstream Reserve and Down by the River for small donations for musicians participating in the event.

**CARRIED**

N Atkinson stated these were both worthwhile causes. The Silverstream Residents worked hard to promote their community and he believed it was important to support them.

A Blackie was happy to support the motion. He noted he would like to give more funds however was comfortable with \$500.

B Cairns concurred with the comments made noting the Silverstream Reserve Volunteer Group were proposing to run six events in 2025.

**7 CORRESPONDENCE**

Nil.

**8 CHAIRPERSON'S REPORT**

8.1 **Chairperson's Report for November 2024 to January 2025**

- It was good to see Waitangi Day celebrations continuing in Kaiapoi and being successful.
- Garden competition prize giving was held recently, and it had been a very enjoyable event.
- Attended elderly housing project, which sounded exiting with forward thinking and would be good for Kaiapoi.
- Art on the Quay had its 10 year anniversary show. They held 97 exhibitions over the last 10 years.

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 Oxford-Ohoka Community Board Meeting Minutes 7 November 2024.
- 9.2 Woodend-Sefton Community Board Meeting Minutes 11 November 2024.
- 9.3 Rangiora-Ashley Community Board Meeting Minutes 13 November 2024.
- 9.4 Annual Report for Te Kohaka o Tuhaitara Trust for the year ended 30 June 2024 – Report to Audit and Risk Committee Meeting 12 November 2024 – Circulates to all Boards
- 9.5 Amended Rooding Capital Works Programme for Approval – Report to Utilities and Rooding Committee Meeting 19 November 2024 – Circulates to all Boards
- 9.6 July 2023 Flood Recovery Progress Update – Report to Utilities and Rooding Committee Meeting 19 November 2024 – Circulates to all Boards
- 9.7 Eastern District Sewer Scheme and Oxford Sewer Scheme Annual Compliance Reports 2023/24 – Report to Utilities and Rooding Committee Meeting 19 November 2024 – Circulates to all Boards
- 9.8 Water Quality and Compliance Annual Report 2023/24 – Report to Utilities and Rooding Committee Meeting 19 November 2024 – Circulates to all Boards.
- 9.9 Arohatia te Awa Programme of Works – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards
- 9.10 Fee Waiver Grants Scheme Update – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards
- 9.11 Aquatics November Report – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards
- 9.12 Community Team Year in Review Report 2023/24 – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards
- 9.13 Libraries Update from 5 September to 14 November 2024 – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards
- 9.14 Oxford-Ohoka Community Board Meeting Minutes 4 December 2024.
- 9.15 Woodend-Sefton Community Board Meeting Minutes 3 December 2024.
- 9.16 Rangiora-Ashley Community Board Meeting Minutes 11 December 2024.
- 9.17 Woodend-Sefton Community Board Meeting Minutes 12 December 2024.
- 9.18 Parking Bylaw 2019 Section 155 Review Assessment – Report to Council Meeting 3 December 2024 – Circulates to all Boards
- 9.19 Adoption of Road Reserve Management Policy with Revisions - Report to Council Meeting 3 December 2024 - Circulates to all Boards
- 9.20 Health, Safety and Wellbeing Report November 2024 – Report to Council Meeting 3 December 2024 – Circulates to all Boards

- 9.21 Annual Report and audited accounts for Enterprise North Canterbury for the year ended 30 June 2024 and Promotion of Waimakariri District Business Plan Report to June 2024 – Report to Audit and Risk Committee Meeting 10 December 2024 – Circulates to all Boards
- 9.22 School Cycle Skills Education Programme “Cycle Sense” – Report to Utilities and Rooding Committee Meeting 10 December 2024 – Circulates to all Boards
- 9.23 Herbicide Update and Usage by Council and Contractors in 2023/24 – Report to utilities and Rooding Committee Meeting 10 December 2024 – Circulates to all Boards
- 9.24 Rangiora Stormwater Annual Report 2023/24 and Monitoring Programme Report 2023/24 – Report to Utilities and Rooding Committee Meeting 10 December 2024 – Circulates to all Boards
- 9.25 Approval to Enter into Agreement with Auto Stewardship New Zealand for Removal of Tyres Under the Tyrewise Product Stewardship Scheme – Report to Management Team Operations Meeting – Circulates to all Boards

Moved: J Watson

Seconded: R Keetley

**THAT** the Kaiapoi-Tuahwi Community Board

- (a) Receives the information in Items.9.1 to 9.25.

**CARRIED**

## **10 MEMBERS' INFORMATION EXCHANGE**

### **N Atkinson:**

- Annual Plan would be out for consultation shortly. Local Water Done Well needed to be firmed up between three territorial authorities before going out for consultation.

### **A Blackie:**

- Representing the Council at various events.
- Sorting through various issues at Te Kohaka o Tuhaitara Trust.

### **T Bartle:**

- Attended the briefing on housing options for red zone areas in Kaiapoi.
- Emergency Hub opening for Kaiapoi North School. Was held at school pick up time which worked very well.
- Attended Waitangi Day celebration. Was very impressed by one of the speakers.
- North Canterbury Neighbourhood Support meeting held in Hurunui.
- Gave a presentation at Kaiapoi High School for international students. It was their first day in the country.

### **T Blair:**

- Attended Darnley Club meeting. The van driver was retiring however they had someone else lined up to take over.

### **B Cairns:**

- Attended NZRT12 recruitment night in Rangiora.
- Attended meeting with Youth Action Advisory Group who were looking to set up a Youth Action Plan.
- Kaiapoi North School Emergency Hub opening.
- Attended Garden Competition. It was thrilling to see the images of the gardens.
- Attended Waimakariri Access Group meeting.
- Kaiapoi Museum would be updating their displays.



**S Stewart:**

- Greypower meeting, the ongoing concern was the Rangiora Health Hub.
- Kaiapoi Promotions Association had its first meeting of year. They were undertaking an internal strategic review. They wanted clarity on the Council's review of funding going to promotions associations.
- Attended Waimakariri Water Zone Committee meeting. Last meeting would be held in May.
- Biodiversity Trust – environmental forum being held at Mainpower stadium in March 2025.

**R Keetley:**

- Biodiversity Trust were working towards their strategic plan.

**11 CONSULTATION PROJECTS**

**11.1 Libraries Survey 2024-25**

<https://letstalk.waimakariri.govt.nz/libraries-survey-2024-25>

**11.2 State Highway Speed Management – Speed Reversals and Consultation Transitional Changes in 2024-25**

Consultation closes 13 March 2025.

<https://www.nzta.govt.nz/safety/driving-safely/speed/state-highway-speed-management/speed-reversals-and-consultation-transitional-changes-in-2024-25/canterbury/>

**12 BOARD FUNDING UPDATE**

**12.1 Board Discretionary Grant**

Balance as at 31 January 2025: \$4,201.

**12.2 General Landscaping Budget**

Balance as at 31 January 2025: \$45,650.

**13 MEDIA ITEMS**

Nil.

**14 QUESTIONS UNDER STANDING ORDERS**

Nil.

**15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS**

Nil.

**16 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

*Section 48, Local Government Official Information and Meetings Act 1987.*

In accordance with section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act (or sections 6, 7 or 9 of the Official Information Act 1982, as the case may be), it is moved:

Moved: J Watson

Seconded: A Blackie

That the public is excluded from the following parts of the proceedings of this meeting.

- 16.1 Notes of the Kaiapoi-Tuahiwi Community Board Briefing on Cam River – 18 November 2024
- 16.2 Notes of the Kaiapoi-Tuahiwi Community Board Briefing – 27 January 2025
- 16.3 EV Charger Upgrade in the Ruataniwha Kaiapoi Service Centre Carpark

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

<b>Item No.</b>	<b>Subject</b>	<b>Reason for excluding the public</b>	<b>Grounds for excluding the public-</b>
16.1	Notes of the Kaiapoi-Tuahiwi Community Board Briefing on Cam River – 18 November 2024	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities as per LGOIMA Section 7 (2)(h).
16.1	Notes of the Kaiapoi-Tuahiwi Community Board Briefing – 27 January 2025	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities as per LGOIMA Section 7 (2)(h).
16.2	EV Charger Upgrade in the Ruataniwha Kaiapoi Service Centre Carpark	Good reason to withhold exists under section 7	To protect information where the making available of the information would disclose a trade secret as per LGOIMA Section 7 (2)(b(i)).

**CARRIED**

**CLOSED MEETING**

*The public excluded portion of the meeting commenced at 4.58pm and concluded at 5.46pm.*

**Resolution to resume in Open Meeting**

Moved: J Watson

Seconded: A Blackie

**THAT** open meeting resumes and the business discussed with the public excluded remains public excluded or as resolved in individual reports.

**CARRIED**

**OPEN MEETING**

**NEXT MEETING**

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 17 March 2025 at 4pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 5.46PM

**CONFIRMED**



\_\_\_\_\_  
Chairperson

17 March 2025

\_\_\_\_\_  
Date

**Workshop (5.46-5.52pm)**

- *Members Forum*
  - *Submission on Speed Limit Proposed Changes*

**Briefing (4.58pm-5.28)**

- *Environment Canterbury Update – Fred Brooks (Northern Area Engineer)*  
*15 minutes*