

Agenda

Kaiapoi-Tuahiwī Community Board

Monday 14 April 2025

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 14 APRIL 2025 AT 4PM.

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

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1	<u>APOLOGIES</u>	
2	<u>CONFLICTS OF INTEREST</u>	
3	<u>CONFIRMATION OF MINUTES</u>	
3.1	<u>Minutes of the Kaiapoi-Tuahwi Community Board – 17 March 2025</u>	10-21
	<i>RECOMMENDATION</i>	
	THAT the Kaiapoi-Tuahwi Community Board:	
	(a) Confirms the circulated Minutes of the Kaiapoi-Tuahwi Community Board meeting, held 17 March 2025, as a true and accurate record.	
3.2	<u>Matters Arising (From Minutes)</u>	
3.3	<u>Notes of the Kaiapoi-Tuahwi Community Board Workshop – 17 March 2025</u>	22
	<i>RECOMMENDATION</i>	
	THAT the Kaiapoi-Tuahwi Community Board:	
	(a) Receives the circulated Notes of the Kaiapoi-Tuahwi Community Board Workshop, held 17 March 2025, as a true and accurate record.	
4	<u>DEPUTATIONS AND PRESENTATIONS</u>	
4.1	<u>Mikaele Drulidruli – Volleyball Court at Kaiapoi Domain</u>	
	M Drulidruli will be in attendance to discuss the possibility of a volleyball court at Kaiapoi Domain.	
4.2	<u>Drucilla Kingi-Paterson – Centennial Celebrations</u>	
	D Kingi-Paterson will be in attendance to discuss Centennial Celebrations.	
4.3	<u>Dennis Andreassand – Rubbish Collection</u>	
	D Andreassand will be in attendance to discuss the Rubbish Collection.	
5	<u>ADJOURNED BUSINESS</u>	
	Nil.	

6 REPORTS

6.1 Request Approval of the Clarkville School Road Safety Improvements Scheme Design – Peter Daly (Road Safety Coordinator/Journey Planner) and Joanne McBride (Roading and Transportation Manager)

23-31

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 240912156030(v03).

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities and Roading Committee:

- (b) **Approves** the scheme design (Trim No. 240415058499(v02)).
- (c) **Approves** the relocation of the existing school bus stop to make space for the proposed P2 Kiss'n'Go facility outside the Clarkville School gate, which will create space for parents to pick up and drop off children.
- (d) **Approves** the installation of traffic islands to provide a safe crossing point for children at pick up and drop off times.
- (e) **Approves** the installation of 32 metres of No Stopping on the Eastern side of Heywards Road leading to the entry to the Community Hall carpark.
- (f) **Notes** that there are currently two bus stops outside the school, however this will be reduced to one with agreement from the school.
- (g) **Notes** that the marking within the Clarkville Community Hall carpark is the responsibility of the Clarkville Hall Committee.
- (h) **Notes** that all works proposed have been discussed with and agreed to by the Clarkville Community Hall Committee and the Clarkville School Principal.
- (i) **Notes** that these works are estimated to cost \$40,000 and are to be funded from the Minor Safety Improvements Programme - School Safety Improvements (PJ 102429.000.5133), which is an unsubsidised budget.
- (j) **Notes** that an education campaign for drivers using the proposed scheme will be run through the school community to encourage compliance with the traffic flows proposed.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the District Planning and Regulation Committee:

- (k) **Approves** the implementation of a P2 Kiss'n'Go parking area outside the school gate from 8.30 am to 9.00 am and 2.55 pm to 3.15 pm, Monday to Friday, on School Days.
- (l) **Approves** that a supplementary condition be added to the No Right Turn sign on exiting the hall carpark indicating that it is in force only between the hours of 8.30 to 9.15 a.m., and from 2.45 to 3.15 p.m. on school days.

6.2 **Lees Road Footpath – Request for Approval of Scheme Design – Joanne McBride (Roading and Transportation Manager) and Glenn Kempton (Senior Project Engineer)**

32-39

RECOMMENDATION

THAT the Kaiapoi-Tuahwi Community Board:

(a) **Receives** Report No. 250406059579.

AND:

THAT the Kaiapoi-Tuahwi Community Board recommends:

THAT the Utilities and Roading Committee:

(b) **Approves** the Lees Road Footpath Scheme Design, for the section of Lees Road from west of Bayliss Drive through to the Bus Stop outside no. 568 Williams Street, for the area shown in Figure 1 of this report (Trim No. 250407059776).

AND EITHER:

(c) **Recommends** progressing the footpath design with a gritted footpath finish, with an estimated cost of \$60,000, to be funded from the New Footpath Programme (PJ 100746.000.5133).

Or

(d) **Recommends** progressing the footpath design with an asphalt finish, with an estimated cost of \$95,000, to be funded from the New Footpath Programme (PJ 100746.000.5133).

AND:

(e) **Notes** that if the asphalt surfacing is the preferred option and kerb and channel was to be installed in the medium term (15 to 20 years), then it is likely the path will need to be built up to tie in with new levels and this would result in the full surfacing life not being achieved, as this is around 50 years.

(f) **Notes** that there will be additional stormwater run-off from a sealed footpath, with no formal stormwater system (e.g. kerb and channel) for conveyance.

6.3 **Murphy Park – Approval of Preliminary Concept Plan – Isibéal Clark (Project Manager)**

40-50

RECOMMENDATION

THAT the Kaiapoi-Tuahwi Community Board:

(a) **Receives** Report No. 250227032768.

(b) **Approves** the Murphy Park concept plan for implementation (Trim: 250219027438).

(c) **Notes** staff will now look to value engineer and complete a detailed design to confirm if the provisional items can be included.

(d) **Notes** costs in association with relocation of sheds or construction of sheds will be met by the user groups and are not included in the cost estimate. Establishment of sheds will also rely on a new or updated Licence to Occupy being formalised with each resident club.

(e) **Notes** that staff conducted detailed consultations with the community regarding the concept design in 2018 and have met with all stakeholders within the last twelve months to discuss the updated concept design with all immediate stakeholders supportive of the design.

(f) **Circulates** the report to the Community and Recreation Committee for their information.

6.4 **Volleyball Net in Kaiapoi Domain – Chrissy Taylor-Claude (Parks Officer)**

51-56

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250403058334.
- (b) **Approves** public consultation of installation of a permanent volleyball net in Kaiapoi Domain.
- (c) **Notes** a subsequent report will be submitted to the Board seeking approval to install the net and approval to allocate up to \$5,000 of funding from the Board's General Landscaping Budget for the 2025/2026 Financial Year if appropriate. This report will include the consultation results, final design, materials, construction method, installation and ongoing maintenance costs.
- (d) **Notes** the surface will remain as grass, unless fundraising is undertaken at which time approval would be sought from Kaiapoi Tuahiwi Community Board to install a different surface.
- (e) **Notes** the volleyball posts and net would become a Council asset and are proposed to come under Council's existing maintenance contract and has sufficient budget available if any work on the posts or net is required (10.538.811.2507). No additional budget will be required for maintenance.
- (f) **Notes** the asset will need to be included in Councils asset renewal programme and this cost can be included in the programmed Greenspace budgets in future Annual Plans/ Long Term Plans.

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

57-95

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 250325050429.
- (b) **Approves** a grant of \$..... to the Combined Probus Club of Kaiapoi towards the cost of identifying banners.
OR
- (c) **Declines** the application from the Combined Probus Club of Kaiapoi.
- (d) **Approves** a grant of \$..... to Big Brothers Big Sisters North Canterbury towards the purchase of a new office computer.
OR
- (e) **Declines** the application from Big Brothers Big Sisters North Canterbury.
- (f) **Approves** a grant of \$..... to Clarkville Playcentre towards the cost of First Aid courses for parents.
OR
- (g) **Declines** the application from Clarkville Playcentre.

6.6 **ANZAC Day Services 2025 – Thea Kunkel (Governance Team Leader)**

97-98

RECOMMENDATION

THAT the Kaiapoi-Tuahwi Community Board:

- (a) **Receives** report No. 250401056244.
- (b) **Appoints** Board members.....,,, to attend the Kaiapoi Dawn Service to be held at 6.30am on Friday, 25 April 2025, at the Kaiapoi War Memorial at Raven Quay, and to lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.
- (c) **Appoints** Board members, to attend the Kaiapoi Citizens' Anzac Day Service to be held at 10am on Friday, 25 April 2025, at the Kaiapoi Cenotaph (Trousselot Park), and to lay a wreath.

7 CORRESPONDENCE

Nil.

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for March 2025

The Chairperson will provide a verbal update.

RECOMMENDATION

THAT the Kaiapoi-Tuahwi Community Board:

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

9 MATTERS REFERRED FOR INFORMATION

- 9.1 **Oxford-Ohoka Community Board Meeting Minutes 5 March 2025.**
- 9.2 **Woodend-Sefton Community Board Meeting Minutes 11 March 2025.**
- 9.3 **Rangiora-Ashley Community Board Meeting Minutes 12 March 2025.**
- 9.4 **Transport Choices (Strategic Cycleway) Project Update – Report to Council Meeting 4 March 2025 – Circulates to Woodend-Sefton and Kaiapoi-Tuahwi Community Boards**
- 9.5 **Submission on State Highway Speed Limit Reversals – Report to Council Meeting 4 March 2025 – Circulates to all Boards**
- 9.6 **Alcohol Control Bylaw 2025 – Draft for Formal Public Consultation – Report to Council Meeting 4 March 2025 – Circulates to all Boards**
- 9.7 **Electoral Candidate Order on Local Body Election Voting Papers – Report to Council Meeting 4 March 2025 – Circulates to all Boards**
- 9.8 **Health, Safety and Wellbeing Report January 2025 to Current – Report to Council Meeting 4 March 2025 – Circulates to all Boards**
- 9.9 **Enterprise North Canterbury's Draft Statement of Intent for the Financial Year beginning 1 July 2025 and Approved Six Month Report to Council 31 December 2024 – Report to Audit and Risk Committee Meeting 11 March 2025 – Circulates to all Boards**

- 9.10 **Town Centre Upgrades Budget – Additional Kerb and Channel Replacement in Raven Quay – Report to Utilities and Roading Committee Meeting 18 March 2025 – Circulates to Kaiapoi-Tuahiwi Community Board**

Public Excluded

- 9.11 **Murphy Park Kaiapoi River Access – Pontoon Procurement – Report to Council Meeting 4 March 2025 – Circulates to Kaiapoi-Tuahiwi Community Board**
- 9.12 **Rangiora Airfield – New Lease Agreements – Report to Council Meeting 4 March 2025 – Circulates to all Boards**

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items.9.1 to 9.10.
- (b) **Receives** the separately circulated public excluded information in Items 9.11 and 9.12.

Note:

1. *The links for Matters for Information were previously circulated to members as part of the relevant meeting agendas.*
2. *Hard copies of the public excluded items were circulated to members separately.*

10 MEMBERS' INFORMATION EXCHANGE

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10.1 **Philip Redmond**

The purpose of this exchange is to provide a short update to other members in relation to activities/meetings that have been attended or to provide general Board related information.

Any written information submitted by members is included in the agenda.

11 CONSULTATION PROJECTS

11.1 **Councils Draft Annual Plan 2025/26**

<https://letstalk.waimakariri.govt.nz/draft-annual-plan-2025-26>

Consultation closes Monday 21 April 2025.

12 BOARD FUNDING UPDATE

12.1 **Board Discretionary Grant**

Balance as at 31 March 2025: \$2,201.

12.2 **General Landscaping Budget**

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

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 19 May 2025 at 4pm.

Workshop

- *Recreation Capital Program Update – Duncan Roxborough (Strategic and Special Projects Manager) and Justine Rae (Senior Advisor Assets and Capital) – 30 Minutes*
- *Members Forum*

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 MARCH 2025, AT 4PM.

PRESENT

J Watson (Chairperson), S Stewart (Deputy Chairperson), N Atkinson, and R Keetley.

IN ATTENDANCE

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

C Brown (General Manager Community and Recreation), J McBride (roading and Transportation Manager), K Straw (Civil Projects Team Leader), G MacLeod (Greenspace Manager), G Stephens (Design and Planning Team Leader), B Dollery (Biodiversity Team leader) and A Connor (Governance Support Officer).

There were no members of the public present.

1 APOLOGIES

Moved: J Watson

Seconded: N Atkinson

THAT apologies for absence be received and sustained from A Blackie, T Bartle and T Blair.

CARRIED

2 CONFLICTS OF INTEREST

There were no conflicts of interest declared.

3 CONFIRMATION OF MINUTES

3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 17 February 2025

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 on 17 March 2025, as a true and accurate record.

CARRIED

3.2 Matters Arising (From Minutes)

There were no matters arising from the minutes.

3.3 Notes of the Kaiapoi-Tuahiwi Community Board Workshop – 17 February 2025

Moved: J Watson

Seconded: N Atkinson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** the circulated Notes of the Kaiapoi-Tuahiwi Community Board Workshop, held on 17 March 2025, as a true and accurate record.

CARRIED

4 **DEPUTATIONS AND PRESENTATIONS**

Nil.

5 **ADJOURNED BUSINESS**

Nil.

6 **REPORTS**

6.1 **Consideration of Options for Progressing the Kaiapoi to Woodend Walking and Cycling Connection (Better-Off Funding) – K Straw (Civil Projects Team Leader) and J McBride (Roading and Transportation Manager)**

K Straw explained that the Kaiapoi to Woodend Walking and Cycling connection project, funded by Better-off Funding, was separate from the remainder of the Transport Choices Programme. He was seeking approval on how to spend the Better-off Funding budget noting there were three options. The recommended option was a reduced scope that would allow for construction of the cycleway between Smith Street and Pineacres. This would be unaffected by the construction of the proposed Woodend Bypass. The plan included a neighbourhood greenway on Old North Road instead of an off-road shared path but would not prevent future construction of a shared path if funding became available.

Another option could be to discontinue the project and reallocate the budget to a 3-Waters initiative, though this was not recommended as no specific project had been identified. Alternatively, the project could proceed at its full scope, however this option was not recommended due to its impact on rates.

J McBride emphasized that when originally approved by the Council, the Woodend to Kaiapoi cycleway had been identified as a key project. NZTA had been considering the inclusion of a shared path where local roads intersected with the Woodend Bypass. However, this would create a gap in the connection between Woodend and Pineacres. Once the Woodend Bypass construction was complete and the current State Highway was vested to the Council, further consideration could then be given to extending the connection.

J Watson asked if any consultation had been done with the residents along Old North Road. J McBride confirmed consultation had taken place before the approval of the original design. At that time, it was proposed to be an off-road shared pathway. K Straw stated all feedback received was supportive of the path however concerns were raised regarding the speed of vehicles and drainage. The most recent proposal had not been consulted with the residents meaning they would not be aware of the additional speed bumps over and above what was previously approved.

R Keetley questioned if staff were aware of the work being done by Environment Canterbury on the Cam River Flood gate as they were proposing to make the path across the top accessible to bikes and mobility aids. Staff confirmed they were aware of the proposed works by Environment Canterbury.

Following a query from R Keetley, J McBride noted she was not aware of any request to convert Charles Street into a one-way street from the Williams Street roundabout to Smith Street. She did however state any reduction in lane numbers needing to be crossed would be an immediate safety improvement and would not be prohibitive of any work being completed.

S Stewart sought clarity on what a neighbourhood greenway was. K Straw explained it was a shared space for both cars, cyclists and pedestrians. There would be green slurries painted on the road along with icons of cyclists and pedestrians. Examples of existing neighbourhood greenways were on Peraki Street and Vickery Street.

S Stewart further asked why the path could not continue in the road reserve and be separate from the carriageway along Old North Road. J McBride replied that whilst staff would like to build a shared path the whole way along the route there was insufficient funding to accommodate the extra costs involved. The neighbourhood greenway provided an alternative option within the identified budget. The path would become a sealed off-road path after the entrance to 110 Old North Road where it would continue as an off-road path till it reached Pineacres.

Following a question from S Stewart, K Straw replied that the cost difference between the full scope and reduced scope projects was approximately \$400,000.

P Redmond wondered if there was any council co-funding available if the Board chose to reallocate the funding to a 3-Waters project. K Straw confirmed the Better-off Funding budget was the only funding available.

Moved: N Atkinson

Seconded: J Watson

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** Report No. 241220227289.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Council

- (b) **Approves** the expenditure of the existing Better-Off budget to the construction of the amended design (Option Two) within this report for the cycleway between Smith Street, and Lees Road, and for a footpath from Lees Road to Pineacres if budget allows, at an estimated cost of \$962,100, to be funded from the Kaiapoi to Woodend Cycleway budget (PJ102289) which has an available budget of \$965,090.
- (c) **Approves** the amended Plan of Works (Trim no. 241220227289) including the installation of seven additional “watts profile” speed humps in Old North Road, to ensure a low-speed environment suitable for a Neighbourhood Greenway.
- (d) **Notes** that the recommendations included within this report removes the off-road shared path on Old North Road and instead provides provision for a Neighbourhood Greenway only.
- (e) **Notes** that the low-speed environment for the “Neighbourhood Greenway” will be reinforced with additional shared space signage, and associated line marking (including green slurry).
- (f) **Notes** that the recommendations also include a provisional item for a footpath connection from Lees Road to Pineacres, to be installed if budgets allow.
- (g) **Notes** that the completion of the facilities between Smith Street and Pineacres Intersection will provide the first stage to any future connection through to Woodend following the completion of the Belfast to Pegasus Motorway Extension.
- (h) **Notes** that design components of Smith Street to Pineacres have previously been approved by Council through the Transport Choices Programme.
- (i) **Notes** that the Better Off Funding was sought specifically for the purpose of delivering the Kaiapoi to Woodend Cycleway, and that this budget is required to be spent by 30 June 2027.

- (j) **Notes** that should the recommendations in this report not be supported, then staff would take a further report to Council requesting the relocation of funding to a 3 Waters Project.
- (k) **Considers** consultation with the effected property owners on Old North Road. Whereafter a report should be submitted to the Kaiapoi-Tuahiwi Community Board for information.
- (l) **Considers** consultation with Environment Canterbury regarding the upgrading of the Cam River Floodgate to ensure accessibility. Whereafter a report should be submitted to the Kaiapoi-Tuahiwi Community Board for information.

CARRIED

N Atkinson stated he was happy to support this motion as they needed to be mindful of spending. From what he had observed pedestrians and cyclists treated Old North Road as a shared zone already. This option would allow the final link of the cycleway through Kaiapoi to be completed and get people off the main road. He understood the justified worries of pedestrians and cyclist sharing the road with vehicles however other shared roads in the town had been operating very well.

J Watson concurred with N Atkinsons comments. She did raise concern regarding the residents not being in favour of speed bumps however that would not be known until feedback was received.

P Redmond highlighted the conflict that came with speed humps as often when people were against them, they were also against rat-running and obtaining a balance was difficult. He expected the proposal would address previously raised concerns regarding vehicles speeding down Old North Road as speed humps were a speed mitigating tool. He also highlighted the lessened impact on the residents' properties than an off-road path.

S Stewart stated she supported the motion with some reluctance as she was not in favour of speed bumps. She felt it was unfortunate the funding was not available to complete the project to the full scope as the ability to separate the shared path from the road would be the best outcome for safety.

N Atkinson clarified he was not supportive of speed bumps however he did want this project to move forward and felt it was necessary to do something.

6.2 **Approval to Implement Kaiapoi Community Hub Play Space – J Mason (Landscape Architect) and G Stephens (Design and Planning Team Leader)**

G Stephens took the report as read highlighting this was the relocation of a play space currently located at NCF Park to the Kaiapoi Community Hub.

B Cairns noted there had been fruit trees planted at Townsend Reserve, and he wondered if they would also be planted in this location. G Stephens stated it was the Board's decision if they wanted fruit trees incorporated however ground conditions would have to be considered. C Brown also noted resource consent conditions relating to the wider Community Hub as Ngai Tūāhuriri requested mostly native plants be used.

Moved: N Atkinson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250306037361.
- (b) **Approves** the Community Hub Play Space Master Plan for implementation (Trim: 250305036779).

- (c) **Notes** the current NCF playground equipment at the end of its useful life and needs to be decommissioned and the current location within NCF Park is no longer appropriate for a play space.
- (d) **Notes** the relocation of the playground from NCF Park to the Community Hub has previously been approved by the Kaiapoi-Tuahivi Community Board as part of the development of the Community Hub.
- (e) **Notes** there is budget set within the current Long-Term Plan of \$400,000 for the renewal of the NCF playground and to provide a play space within the hub to meet the levels of service to the surrounding community. This funding is made up of \$165,000 allocated from the Non-specified Reserve Enhancement budget and \$235,000 from Play Safety Surface/Equipment budget.
- (f) **Notes** that once approved, staff will work through the tender documentation and procurement process to implement this plan and that due to short timeframes, physical works will carry over to the next financial year and the budget will therefore be carried forward to allow for this.
- (g) **Notes** a cost estimate has been undertaken on the Play Space Concept Plan which comes in within budget at \$395,000.00 and includes a 15% contingency sum.
- (h) **Notes** Staff have carried out consultation with the Community Hub stakeholders and surrounding community within a 500m radius and included feedback responses and any corresponding changes made to the draft plan within this report.

CARRIED

N Atkinson stated he was looking forward to seeing the project completed.

R Keetley agreed and fully supported the motion.

6.3 **Kaiapoi Lakes Enhancement Opportunity and Collaboration – B Dollery (Biodiversity Team Leader)**

B Dollery reported that following NZTA completing preliminary ecological surveys a population of Canterbury Grass Skinks was found. These would require relocation and exclusion from the construction site of the Woodend Bypass. The Northern Kaiapoi lakes area was identified as a possible receptor site as it was close to the current population. She was seeking approval to further investigate the site as there were many questions that still needed to be answered. The enhancement of the site would be carried out by NZTA and monitored for two years prior to being passed to the Council. Once back under Council control there would be no increase in levels of service.

J Watson noted the inclusion of the 1997 Kaiapoi Lakes Concept Development Plan and asked if it had been completed. B Dollery confirmed that excluding the area identified in the report it had been completed. C Brown also highlighted there was funding available for the area to be developed.

S Stewart questioned what the area of the identified lake included and if the accessibility for people would be improved as it was currently fenced. B Dollery replied that accessibility would be considered during the investigations. She did however note the size area was not the most critical aspect, however enhancement to the environment would determine the number of skinks present at the site.

Moved: S Stewart

Seconded: J Watson

THAT the Kaiapoi-Tuahivi Community Board:

- (a) **Receives** Report No. 250304035291.

- (b) **Approves** Greenspace staff to undertake the initial investigation of potential collaboration and use of land at Kaiapoi Lakes as a lizard receptor site.
- (c) **Notes** that Greenspace staff will consult with the Community Board further once precise details of the proposal are available and will seek approval for further works if required.
- (d) **Notes** that there is \$207,908 funding approved for the development of the area for 2025/2026 as outlined in the Kaiapoi Lakes Concept Development Plan (Trim 080925031371).

CARRIED

S Stewart stated this was a subject close to her heart and she was very glad the enhancement of the last lake would be complete.

J Watson concurred with S Stewarts comments.

6.4 **Delay to Construction Completion Date for CON23/36 Raven Quay – T Matthews (Senior Project Engineer)**

C Brown stated this was a report informing the Board of a delay to the completion date of the works on Raven Quay which would now occur after ANZAC Day.

Moved: N Atkinson

Seconded: J Watson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 250228033383
- (b) **Notes** that the site will be left sufficiently clear for the ANZAC Day parade, and that staff have met with the Kaiapoi RSA who have indicated that they are satisfied with the arrangements.
- (c) **Circulates** the report to the Council for their information.

CARRIED

N Atkinson noted it was a shame the works were delayed there was not anything that could be done about it.

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

C Brown took the report as read highlighting both applications complied with the criteria but did have large portions of people benefiting from the project from outside the Board area.

Moved: J Watson

Seconded: N Atkinson

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 250221029015.
- (b) **Approves** a grant of \$500 to the Chris Ruth Centre towards purchasing a shade sail over the decking in front of the new building.
- (c) **Approves** a grant of \$500 to the Relay for Life North Canterbury Fundraising Committee to host a Relay for Life event.

CARRIED

J Watson commented these were two worthwhile projects and felt \$500 was sufficient whilst still leaving enough in the fund for the rest of the financial year.

6.6 **Approval of the updated Kaiapoi-Tuahiwi Community Board Plan 2022-25 – K Rabe (Governance Advisor)**

The Board discussed minor changes to be made including using a photo from the Tuahiwi area as currently only photos of Kaiapoi were used.

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 250130015016.
- (b) **Approves** the Kaiapoi-Tuahiwi Community Board Plan 2022-25 (Trim 23030803183).
- (c) **Authorises** the Chairperson to approve the final version of the updated Kaiapoi-Tuahiwi Community Plan 2022-25 if any further minor editorial corrections are required.

CARRIED

7 **CORRESPONDENCE**

Nil.

8 **CHAIRPERSON'S REPORT**

8.1 **Chairperson's Report for February 2025**

- Had received many calls regarding the Charles Street roundabout and the possibility of making Charles Street one way.
- Would be attending a meeting regarding the Kaiapoi bridge balustrade upgrade where the design requirements would then be passed onto the Waimakariri Arts Trust.
- Attended Waimakariri Public Arts Trust workshop. They were suffering from a lack of funds.
- Attended Northern Pegasus Bay Bylaw meeting. Two main issues being faced was the lack of parking at Kairaki and the freedom campers who stayed in the car park permanently.

C Brown stated staff were looking at the options of implementing a freedom camping bylaw. He noted there had been several issues across the district in recent months and hoped a bylaw would help with enforcement.

N Atkinson asked if being a motorhome friendly town negated the need for a freedom camping bylaw. C Brown clarified that to be a motorhome friendly town you needed to have a freedom camping bylaw in place.

- Attended Kaiapoi Community Garden open day.
- The Pines Beach community were thrilled with their food forest. They were also very excited for the entrance to be tidied up and had many ideas.
- Attended Travel Writing workshop held by Visit Waimakariri. They gave advice on how to get into travel magazines like the Kia Ora magazine found on Air New Zealand flights. She found it very valuable.
- The Fun Run was very successful with over 200 runners.
- Attended Community Networking Forum. A common theme was how difficult the times were for everyone.
- Attended a National Council of Woman event.
- Attended the Bolder Copper Sound music event

- Attended a History Writing workshop held by history writers in Belcairn.

Moved: J Watson

Seconded: R Keetley

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 5 February 2025.
- 9.2 Woodend-Sefton Community Board Meeting Minutes 10 February 2025.
- 9.3 Rangiora-Ashley Community Board Meeting Minutes 12 February 2025.
- 9.4 Parking management Plan Project: Approaches to Managing Parking Demand and Supply for Rangiora and Kaiapoi Town Centres to 2040 – Report to Council Meeting 4 February 2025 – Circulates to all Boards
- 9.5 Request to Bring Forward Budget for Kendall Park Sports Field Lighting– Report to Council Meeting 4 February 2025 – Circulates to Kaiapoi-Tuahiwi Community Board
- 9.6 Chairperson’s Performance Report for the Kaiapoi-Tuahiwi Community Board, 1 February to 31 December 2024 - Report to Council Meeting 4 February 2025 - Circulates to all Boards
- 9.7 Chairperson’s Report for the Rangiora-Ashley Community Board, Period 1 January to 31 December 2024– Report to Council Meeting 4 February 2025 – Circulates to all Boards
- 9.8 Chairperson’s Report for the Oxford-Ohoka Community Board, Period 1 January to 31 December 2024 – Report to Council Meeting 4 February 2025– Circulates to all Boards
- 9.9 Chairperson’s Report for the Woodend-Sefton Community Board, period 1 January to 31 December 2024 – Report to Council Meeting 4 February 2025 - Circulates to all Boards
- 9.10 Health, Safety and Wellbeing Report December 2024 to Current – Report to Council Meeting 4 February 2025 – Circulates to all Boards
- 9.11 Youth Action Plan – Report to Community and Recreation Committee Meeting 25 February 2025 – Circulates to all Boards
- 9.12 Libraries Update from 14 November 2024 to 13 February 2025 – Report to Community and Recreation Committee Meeting 25 February 2025 – Circulates to all Boards
- 9.13 Aquatics February Update – Report to Community and Recreation Committee Meeting 25 February 2025 – Circulates to all Boards

Moved: N Atkinson

Seconded: J Watson

THAT the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items.9.1 to 9.13.

CARRIED

10 MEMBERS’ INFORMATION EXCHANGE

N Atkinson

- Attended a meeting with C Brown and a group from Honiara in the Soloman Islands. The Council was helping them with their governance, and it was a relationship well worth having.

- Attended Rural and Provincial conference in Wellington. The Minister of Local Government when speaking on 3 Waters, had softened its view.
- There had been a large amount of miscommunication in the media regarding the Councils debt being out on control and that was not true.
- The Draft Annual Plan budget was passed unanimously by the Council.
- The enquiry on the Rangiora Health Hub also went through unanimously with the caveat that due diligence was to be done by the Mayor, Chief Executive and himself. Southlink Health was a charity and not a business, it was also separate from Waitaha Primary Health.
- The information regarding pensioner housing on Charter Street would be released shortly.

P Redmond

- Attended Anti-fluoridation presentation.
- At the Waimakariri Health Advisory Group he raised the frequently closing of labs in Kaiapoi with the Awanui Blood. The Waimakariri had below average mental health referrals however youth referrals were higher than average.
- Wolffs Bridge held an initial meeting to establish an incorporated society.
- Harry Harper bequest meeting with family members regarding the Kaiapoi Bridge Balustrade.
- Attended Rangiora Eastern Bypass drop-in session for elected members.
- Attended All Boards training session.
- Attended North Canterbury Sport and Recreation Trust meeting. they were concluding draft lease and management agreement for Mainpower Stadium.
- Attended Waimakariri Social Club 'Pizza at Winnies' evening.
- The Silverstream Fun Day was well attended.
- Attended the Pegasus Residents' Group Old School Family Fun Day.
- Attended the Road Safety Working Group meeting where sector representatives were present.
- Attended All-of-Local Government and Rural and Provincial Sector Meetings. Highlights included the rate cap response in South Australia, Rural Health network, Road Efficiency Group tools. Chris Bishop announced development levies to replace growth on current rate payers. In New Plymouth traffic management represented 14% of roading spend.

B Cairns

- Recent Food Secure North Canterbury meeting—organising a forum to follow up on the last event relating to food security in times of emergency. Kaiapoi Food Bank provided 71 boxes of food in February 2021, and in February 2025, 219 boxes were handed out.
- Pegasus Residents Group Inc. fun day was well attended. They received a small amount of funding for promotion from Enterprise North Canterbury.
- At the monthly Pegasus Residents' Group Inc. meeting, they reviewed submissions on both the speed limit increase and Environment Canterbury bus fare changes. A golf tournament was proposed for October 2025.
- Ronel's Cuppa had St John present the Three Steps to Life.
- Attended NZRT12 recruitment drive night.
- Waimakariri United Football held a weekend master's tournament, bringing teams from all over the South Island.
- Attended a Road Safety meeting where changes to speeds around schools was discussed.
- Kaiapoi Food Forest – conducted Open Farm Tours with 293 people in attendance.
- The Rangiora Volunteer Expo at the Rangiora RSA was well attended. The Woodend Volunteer Expo would be held on 21 March 2025.
- At a recent Community and Recreation Committee meeting, a deputation about Natural Burials was presented, and staff would come back with a report.
- Waimakariri Public Arts Trust had created a Public Arts Trail, which would go live soon.
- Last week, staff hosted a delegation from the Soloman Islands.
- Waghorn's was planning on hosting their annual Tradie Breakfast, and it looked like they had secured the likes of John Kirwan to present.

- C Garlick had purchased an old school in Rangiora and had revamped the site into housing units.
- The Next Steps website had an excellent feature that translated the entire site into a huge number of different languages.
- Waimakariri Access Group were holding their training day on Thursday 20 March 2025.
- Solid Waste Working Party meeting: A review was held on the delivery of solid waste services in 2026 that would consider larger waste bins.
- Enterprise North Canterbury hosted its North Course promo, with local foodies selling meals that contain local produce. In July, it would be running "Pie July."
- The grass at the BMX track had been set on fire again. Fire fighters stated in the last year they had been called out 10 times.

S Stewart

- Greypower were very pleased about the progress with the Rangiora Health Hub. Their next meeting in April would be their Annual General Meeting, however they were struggling to find committee members.
- Kaiapoi Promotions Association were considering their current outputs and what they could do better. They were not only about events and needed to focus on the promotions of local businesses.
- Attended National Council of Woman event. Held discussion on ways to encourage woman to stand for local government.
- Biodiversity Trust Environment Networking Forum was expected to have 80 people in attendance.

R Keetley

- Attended Historical Society meeting.
- Attended Landmarks Meeting.
- Attended Kaiapoi RSA Annual General meeting.

11 CONSULTATION PROJECTS

11.1 Parking on Main Street in Oxford

<https://letstalk.waimakariri.govt.nz/parking-on-main-street-in-oxford>

Consultation closes Friday 28 March 2025.

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

Balance as at 28 February 2025: \$3,201.

12.2 General Landscaping Budget

Balance as at 28 February 2025: \$45,650.

13 MEDIA ITEMS

14 QUESTIONS UNDER STANDING ORDERS

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

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: N Atkinson

Seconded: J Watson

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

16.1 Minutes of the Public Excluded Kaiapoi-Tuahiwi Community Board of 17 February 2025.

16.2 Notes of the Kaiapoi-Tuahiwi Community Board Briefing – 17 February 2025

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:

Item No.	Subject	Reason for excluding the public	Grounds for excluding the public-
16.1	Minutes of the Public Excluded Kaiapoi-Tuahiwi Community Board of 17 February 2025	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)).
16.2	Notes of the Kaiapoi-Tuahiwi Community Board Briefing – 17 February 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).

CARRIED

CLOSED MEETING

The public excluded portion of the meeting commenced at 5.28pm to 5.29pm.

Resolution to resume in Open Meeting

Moved: J Watson

Seconded: S Stewart

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 14 April 2025 at 4pm.

THERE BEING NO FURTHER BUSINESS, THE MEETING CONCLUDED AT 5.29PM.

CONFIRMED

Chairperson

Date

Workshop

- *Historic Walkway Signage – Grant MacLeod (Greenspace Manager) 15 Minutes*
- *Members Forum*

UNCONFIRMED

NOTES OF A WORKSHOP OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, ON MONDAY 17 MARCH 2025 AT 5.27PM.

PRESENT

J Watson (Chairperson), S Stewart (Deputy Chairperson), N Atkinson and R Keetley.

IN ATTENDANCE

B Cairns (Kaiapoi-Woodend Ward Councillor).

C Brown (General Manager Community and Recreation), G MacLeod (Greenspace Manager) and A Connor (Governance Support Officer).

There were members of the public present.

1. Historic Walkway Signage – G MacLeod (Greenspace Manager)

Key Points:

- The sign was made to celebrate the 150th anniversary of the Kaiapoi Historic Walkway. Unfortunately, the opening never occurred due to the 2010 earthquake. The asset it was originally installed on was closed after the earthquakes. The sign was currently being stored in the Greenspace office.
- Staff were seeking a direction from the Board as to where they wanted it relocated if at all.

Questions/Issues:

- *It could possibly be incorporated into the bridge balustrade design.*
- *Would be wonderful to see the compasses in the ground reinstalled.*
- *Mount it on the posts holding the street map of the walkway.*

Staff would bring a report back to the Board with viable options on where it could be located.

THERE BEING NO FURTHER BUSINESS THE WORKSHOP CONCLUDED AT 5.45PM.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RDG-28 / 240912156030 (v03)

REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 14 April 2025

AUTHOR(S): Peter Daly – Road Safety Coordinator/Journey Planner
Joanne McBride – Roading and Transportation Manager

SUBJECT: Request Approval of the Clarkville School Road Safety Improvements Scheme Design

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


 General Manager


 Chief Executive

1. SUMMARY

- 1.1. This report is to seek Community Board approval for changes to road marking and installation of traffic islands in the roadway on Heywards Road, outside the Clarkville School.
- 1.2. Concerns have been raised by the school community and the Clarkville Community Hall Committee regarding the road safety of the current arrangement at school pick up and drop off times.
- 1.3. There is a \$40,000 budget within the 2024/25 Minor Improvement Budget in the area of School Safety Improvements (PJ 102429.000.5133) to carry out works to improve safety outside the school for children being dropped off and picked up on Heywards Road.
- 1.4. The proposal includes:
 - 1.4.1. Installation of traffic islands on Heywards Road to facilitate a safer crossing point.
 - 1.4.2. Installation of a P2 Kiss'n'Go parking facility on the roadway adjacent to the school frontage.
 - 1.5.3. Relocating the existing bus stop to a point further East on Heywards Road to provide clear space for the P2 Kiss'n'Go facility.
 - 1.5.4. Encouraging a "Left In Left Out" traffic flow during school pick up and drop off times for users of the Clarkville Hall carpark, and the school frontage P2 Kiss'n'Go facility
 - 1.5.6. Providing Clarkville Hall with a plan for the marking of their carpark to work with the on-road provision of this plan (this aspect is to be delivered by the Clarkville Community Hall Committee).

Attachments:

- i. Proposed Scheme Design for Heywards Rd outside Clarkville School (Trim no. 240415058499(v02))
- ii. Photographs of Heywards Road Pick Up Drop Off Traffic (Trim No. 240919161164)

2. **RECOMMENDATION**

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 240912156030(v03).

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities and Roading Committee:

- (b) **Approves** the scheme design (Trim No. 240415058499(v02)).
- (c) **Approves** the relocation of the existing school bus stop to make space for the proposed P2 Kiss'n'Go facility outside the Clarkville School gate, which will create space for parents to pick up and drop off children.
- (d) **Approves** the installation of traffic islands to provide a safe crossing point for children at pick up and drop off times.
- (e) **Approves** the installation of 32 metres of No Stopping on the Eastern side of Heywards Road leading to the entry to the Community Hall carpark.
- (f) **Notes** that there are currently two bus stops outside the school, however this will be reduced to one with agreement from the school.
- (g) **Notes** that the marking within the Clarkville Community Hall carpark is the responsibility of the Clarkville Hall Committee.
- (h) **Notes** that all works proposed have been discussed with and agreed to by the Clarkville Community Hall Committee and the Clarkville School Principal.
- (i) **Notes** that these works are estimated to cost \$40,000 and are to be funded from the Minor Safety Improvements Programme - School Safety Improvements (PJ 102429.000.5133), which is an unsubsidised budget.
- (j) **Notes** that an education campaign for drivers using the proposed scheme will be run through the school community to encourage compliance with the traffic flows proposed.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the District Planning and Regulation Committee:

- (k) **Approves** the implementation of a P2 Kiss'n'Go parking area outside the school gate from 8.30 am to 9.00 am and 2.55 pm to 3.15 pm, Monday to Friday, on School Days.
- Approves** that a supplementary condition be added to the No Right Turn sign on exiting the hall carpark indicating that it is in force only between the hours of 8.30 to 9.15 a.m., and from 2.45 to 3.15 p.m. on school days.

3. **BACKGROUND**

- 3.1. The safety of children accessing Clarkville School during school pick up and drop off times has been an area of concern raised by the Community, due to the road space outside the school being used by parents in an unstructured and undisciplined manner. Photographs of this use are include as Attachment 2.
- 3.2. The Clarkville Community Hall carpark is being used as an informal pick up and drop off zone. This is on the opposite side of Heywards Road, resulting in the children being dropped off in the carpark area having to cross the road to get to the school gate.

- 3.3. Additionally, within the Clarkville Community Hall carpark, traffic flows are unstructured. Currently traffic can enter or exit through either entrance from either direction, resulting in movements which block sight lines of children crossing the road.
- 3.4. The school is based in a rural setting, surrounded by roads with higher speed limits. This discourages active transport modes (walking or cycling) for the children to get to and from school. Private cars and the school bus service are the primary means of travel to and from the school.
- 3.5. The current speed limit on Heywards Road is 70km/h and as such it is not possible to establish a Kea Crossing school patrol outside the school, due to the speed. This is being addressed in the current planning of the School Speed Zones.
- 3.6. Parents parked on the school side of Heywards Road are often reversing out of the angle parking onto the roadway to depart, posing further risk to children.
- 3.7. The Community Hall Committee has expressed serious concern to Council about the safety of the school community using their carpark as a pick-up and drop-off area. However, if the Committee closed off their carpark to prevent this use, that would cause further congestion and risk on the roadway, as parents would be having to use the roadway instead.
- 3.8. The Clarkville School has commenced a fundraising programme to collect funds to develop an off-road pick up and drop off area. This project is likely to take several years to fund.
- 3.9. The Community Hall Committee has committed to remedial works to repair their carpark. They are waiting for a decision from Council as to this project before continuing with that work. On approval, the Committee has undertaken to carry out that repair and resurfacing works, including the carpark marking plan as developed by Council, which would work in with the on-road marking.
- 3.10. This report was initially presented to Management Team in October 2024, however the report was pulled from the KTCB agenda when the objections to the initial scheme design was received from the Community Hall Committee.
- 3.11. In the months that followed, staff proceeded to revise the scheme plan which was subsequently presented to the School, and the Hall committee in March 2025. All parties are now in agreement, allowing the design to be presented to the Board for approval.

4. ISSUES AND OPTIONS

- 4.1. The speed limit on Heywards Road outside the school is currently 70 km/h. The Setting of Speed Limits Rule 2024 requires that the speed limit outside the school during pick up and drop off time must be reduced. This may allow the establishment of a School Patrol Kea Crossing outside the school in the future. The traffic islands proposed in this report are designed to be adapted for use as the borders of any future Kea Crossing implementation.
- 4.2. One of the primary risk factors for children in the road area outside the school is vehicles turning right out from either side of the road, across the centreline of the roadway. This blocks the view of other drivers of the presence of children on the roadway. In the absence of a controlled pedestrian crossing point, this represents a significant risk to any child crossing the road.
- 4.3. Kiss'nGo is a common parking facility outside urban schools around the country, though is less common in rural areas. Clarkville School has limited road space for vehicles to stop, and parents who park and then leave their car unattended for several minutes as they walk their child into the school prevent that space being used by other parents/caregivers.

The school has agreed to have a teacher supervise and manage the unloading of children from cars in the proposed Kiss'n'Go zone, to ensure those children get into the school grounds safely.

A frequent turnover of car parking as prompted by the Kiss'n'Go facility will allow greater use of the space by a larger number of parents/caregivers.

4.4. Staff have considered the following Options:

4.4.1. Option One: Decline the request for approval of the Scheme Design.

This option would see the request for approval of the scheme design declined, and the status quo being maintained. The risk associated with this option is the continuing risk to children crossing the road, as well as motorists using the area. This risk is ongoing, and is significant, causing concern to the school and the hall community. As such this is not the recommended option.

4.4.2. Option Two: Approve the proposed Scheme Design

This option would see the scheme design as proposed being approved and safety measures being implemented.

The implementation of this plan will provide structure around how the space is used, providing safer journeys morning and afternoon of every school day. As such this is the recommended option.

Implications for Community Wellbeing

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

The safety of children in the vicinity of schools is important for the whole community. For a short period each morning and afternoon, vehicle and pedestrian traffic is concentrated around the school gate as children are dropped off and picked up from schools. Measures to mitigate the associated risk at these times are essential.

The Management Team has reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. **Mana whenua**

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

5.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

The subject of providing a safer crossing point for children crossing Heywards Road was first raised with Council 2 and a half years ago. In the interim, significant work has gone into considering options with the School Principal and the Community Hall Committee to find a solution that meets the needs of all parties.

This proposed scheme design before the Community Board has been discussed with the school principal and the Hall Committee. Their input has led to some minor amendments and both parties have indicated they are happy with this proposed scheme design.

5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report.

The right turn out of the Hall carpark onto Haywards Road is not unsafe outside of school pick up and drop off times. For this reason, the No Right Turn prohibition in this proposal will be lifted outside of the relevant times. Users of the Hall carpark will be able to turn right out onto Haywards Road.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are financial implications of the decisions sought by this report.

This budget is included in the Annual Plan/Long Term Plan.

The works are to be funded from the Minor Safety Improvements Programme, which is an unsubsidised budget. There is \$40,000 allocated to be able to complete the proposed works, and this will be carried over to the 2025 / 26 year to allow construction within the September / October school holidays.

6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report do not 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**

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

The purpose of this work is to enhance safety of all road users using the road space between the school and the Community Hall at school pick up and drop off times.

The physical works will be undertaken through the Road Maintenance Contract. All contractors are required to be SiteWise accredited (or equivalent) with a minimum score.

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**

Local Government Act 2002

7.3. **Consistency with Community Outcomes**

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

The relevant community outcomes are:

Social:

A place where everyone can have a sense of belonging...

- Our community has equitable access to the essential infrastructure and services required to support community wellbeing.

Environmental:

...that values and restores our environment...

- Our district is resilient and able to quickly respond to and recover from natural disasters and the effects of climate change.
- Our district transitions towards a reduced carbon and waste district.
- The natural and built environment in which people live is clean, healthy and safe.

Economic:

...and is supported by a resilient and innovative economy.

- Infrastructure and services are sustainable, resilient, and affordable.

Communities in our District are well linked with each other and Christchurch is readily accessible by a range of transport modes.

7.4. **Authorising Delegations**

The Community Boards are responsible for considering any matters of interest or concern within their ward area and making a recommendation to Council or delegated Committee.

The Utilities and Roding Committee have the Delegations to accept this report and approve the design and installation of the bus stop and the No Stopping.

The District Planning and Regulation have the Delegation to approve the time restriction parking zones associated with the Kiss n Go parking within the road reserve, and the No Right Turn prohibition in force at the exit to the hall carpark, during the relevant times.



SUPPLY AND INSTALL NEW PARKING SIGNAGE INCL. NEW POLE AND SOCKET

'KISS & GO' BAY (2 MINUTE PARKING)

KERB BUILT-OUT ON TOP OF EXISTING SEAL

FLEXIBLE BOLLARDS TO PROVIDE DELINEATION

POWER POLE

W20-51/2 SIGNAGE

INSTALL 100mm YELLOW NO-STOPPING LINES

MOUNTABLE SOCKET WITH REMOVABLE "NO RIGHT TURN SIGN" - TO BE USED ONLY DURING SCHOOL HOURS

HANDRAIL

INSTALL WHITE PAINTED TIMBER RAIL, SCARIFY EXISTING SURFACE AND PLACE TOPSOIL AND HYDROSEED

DISABLED CAR PARKING SPACE

NOTES:
ENTRANCE AND EXIT TO THE HALL IS DESIGNED FOR MEDIUM RIGID TRUCKS, HOWEVER THESE VEHICLES ARE NOT EXPECTED TO BE ENTERING DURING PERIODS OF HIGH DEMAND



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	KM	SS	KS	15/04/2024

SURVEYED	---	15/01/2020	PROJECT No	PD000353
DRAWN	KM	15/01/2024	CON No	CON2020-
DRAWING CHKD	SS	10/04/2024	SCALE (A3)	1:500
DESIGNED	SS	10/04/2024	DATUM ORIGIN	
DESIGNED CHKD	KS	15/04/2024	HORIZONTAL	NZTM GD2000
APPROVED	---	15/04/2024	VERTICAL	NZVD 2016



PROJECT
Clarkville School - New Crossing Upgrade

SHEET TITLE
Carparking 'Kiss & Go' Zone and Crossing

FOR APPROVAL
NOT FOR CONSTRUCTION
DRAWING 4463
SHEET 1 REVISION A

Heywards Road Pick Up Drop Off Traffic

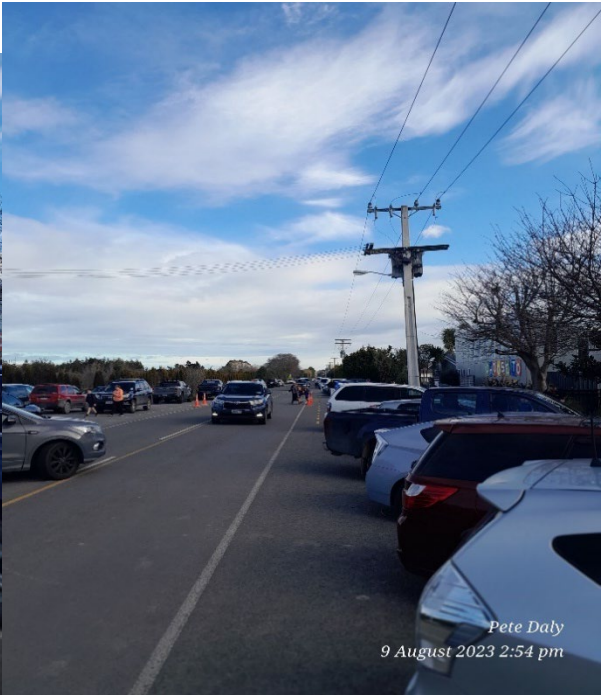




Pete Daly
9 August 2023 2:43 pm



Pete Daly
9 August 2023 2:53 pm



Pete Daly
9 August 2023 2:54 pm



Pete Daly
9 August 2023 2:50 pm



Pete Daly
9 August 2023 2:54 pm

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION****FILE NO and TRIM NO:** RDG-32-21 / 250406059579**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD**DATE OF MEETING:** 14 April 2025**AUTHOR(S):** Joanne McBride, Roding and Transport Manager
Glenn Kempton, Senior Project Engineer**SUBJECT:** Lees Road Footpath – Request for Approval of Scheme Design**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)
General Manager
Chief Executive**1. SUMMARY**

- 1.1. This report seeks approval for the scheme design for the new footpath on Lees Road, from west of Bayliss Drive through to the bus stop at no. 568 Williams Street, as shown in blue in Figure 1 below.



Figure 1 – Lees Road proposed footpath extents

- 1.2. A full survey and design have been carried out including kerb and channel and footpath design, as it was originally planned to construct the footpath to tie in with a future kerb and channel.
- 1.3. Unfortunately, installing the footpath at a level where it will tie in with future kerb and channel is not achievable, due to stormwater impacts on adjoining properties, and as such this needs to be undertaken when the kerb and channel is installed (which is not currently programmed).
- 1.4. As such, it is recommended that the path be constructed as a gritted footpath at existing ground levels in the interim. This will ensure that the footpath does not impact property drainage and reduce any need for reworking of drainage solutions.

- 1.5. A gritted footpath can be constructed at a significantly lower cost and built on the alignment of the future path, so that it would form the base of the future footpath which can then be filled over the top and asphalt surfaced.
- 1.6. An alternative option the Community Board could consider is to asphalt surface the proposed footpath at existing levels. It is noted that if this option was to be progressed, that the full life of the footpath surfacing would be unlikely to be achieved (50 Years replacement life) as it is likely that kerb and channel would be progressed in the medium term (estimated 15 to 20 years). Some additional stormwater run-off would occur due to the sealed surface.
- 1.7. The proposed design as attached allows for a 1.5m wide gritted footpath. If it was decided to progress with asphalt surfacing, the proposed alignment would remain unchanged.

Attachments:

- i. Lees Road Footpath Scheme Design – West of Bayliss Drive through to the bus stop at no. 568 Williams Street (TRIM No. 250407059776).

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250406059579.

AND:

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities and Roding Committee:

- (b) **Approves** the Lees Road Footpath Scheme Design, for the section of Lees Road from west of Bayliss Drive through to the Bus Stop outside no. 568 Williams Street, for the area shown in Figure 1 of this report (Trim No. 250407059776).

AND EITHER:

- (c) **Recommends** progressing the footpath design with a gritted footpath finish, with an estimated cost of \$60,000, to be funded from the New Footpath Programme (PJ 100746.000.5133).

Or

- (d) **Recommends** progressing the footpath design with an asphalt finish, with an estimated cost of \$95,000, to be funded from the New Footpath Programme (PJ 100746.000.5133).

AND:

- (e) **Notes** that if the asphalt surfacing is the preferred option and kerb and channel was to be installed in the medium term (15 to 20 years), then it is likely the path will need to be built up to tie in with new levels and this would result in the full surfacing life not being achieved, as this is around 50 years.
- (f) **Notes** that there will be additional stormwater run-off from a sealed footpath, with no formal stormwater system (e.g. kerb and channel) for conveyance.

3. **BACKGROUND**

- 3.1. Lees Road is located at the very northern end of the Kaiapoi urban area, with a very rural aspect on the north side of the road, and residential area on the south side.
- 3.2. There has been significant residential development in the area to the south of Lees Road (known as Sovereign Palms) and a road connection was made from Lees Road to the development in 2017 (Bayliss Drive).
- 3.3. The residential development has resulted in increased traffic and pedestrian movements along Lees Road, and the need for more urban infrastructure such as kerb and channel and a footpath.

4. **ISSUES AND OPTIONS**

- 4.1. A full survey and design have been carried out including kerb and channel and footpath design for Lees Road.
- 4.2. It was originally planned to construct the footpath in such a way that it would tie in with a future kerb and channel, without the need for any re-work.
- 4.3. Unfortunately, installing the footpath at its future levels to tie in with a design for kerb and channel is not achievable.
- 4.4. The main reason for this is that it would create stormwater impacts on adjoining properties, and as such it is recommended that this be undertaken when the kerb and channel is installed (which is not currently within a program).
- 4.5. There is budget for new kerb and channel in major towns in 2026/27, however a programme has not yet been developed for this budget area and there are likely to be a number of sites which have higher traffic volumes, where this budget would be prioritised.
- 4.6. The new kerb and channel budget is a 3 yearly allocation of \$350,000 and as such it will take some time to work through all sites which could benefit from this investment.
- 4.7. The options available to the Community Board are as follows:

4.7.1. Option One – Approve the Proposed Scheme Design for a Gritted Path

This option provides a fit for purpose footpath which is relatively low cost and would provide an adequate level of service in the medium term. The gritted footpath would form a solid foundation for the future if/when the kerb and channel was installed and the wider drainage through the area was addressed.

This is one of the two staff recommended options for consideration by the Community Board.

4.7.2. Option Two – Approve the Proposed Scheme Design and request staff to instead surface the footpath with asphalt

This option would provide an asphalt surfaced footpath which provides a higher level of service but would not tie in with future kerb and channel, if this was to be progressed in the medium term.

This option would create more runoff which could have drainage impacts. It is noted that if kerb and channel was installed, then the path would need to be raised, resulting in the asphalt surfacing needing to be overlaid and the full replacement life of the footpath not being achieved.

The cost of asphalt surfacing is estimated to be approximately \$35,000 above the cost of a gritted footpath.

This is the second of the two staff recommended options for consideration by the Community Board.

4.7.3. Option Three – Instruct Staff to Progress an Alternative Design which would tie in with Future kerb and Channel

This option would result in staff revisiting the full design prior to reporting back to the Community Board with further information on costs, the level of re-work required when kerb and channel is eventually installed, and on the stormwater impacts to properties along Lees Road.

This is not the recommended option as it is considered that this option would result in stormwater issues for adjacent properties and would be high cost due to the need to control stormwater in the interim, which would otherwise be addressed when a kerb and channel was installed in the future.

4.7.4. Option Four – Decline to approve the Scheme Design and wait until new Kerb and channel can be installed.

There is budget for new kerb and channel in major towns in 2026/27, however a programme has not yet been developed for this budget area and there are likely to be a number of sites which have higher traffic volumes, where this budget would be prioritised.

Due to the uncertainty around timing and the fact this site would one of a number competing for a relatively small budget, this is not the recommended option.

4.7.5. Option Five – Decline to approve the Scheme Design and retain the Status Quo.

This is not the recommended option as there is a strong pedestrian demand through this area and a lack of facilities.

4.8. **Implications for Community Wellbeing**

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

The purpose of this project is to provide walking facilities generally anticipated in an urban area. These facilities will link to the nearby bus stop, as well as providing recreational walking facilities.

The proposed footpath will also provide an important connection to the proposed cycleway from Kaiapoi to Pine Acres, which has recently been approved by Council.

4.9. The Management Team has reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to be affected by, or have an interest in the subject matter of this report.

Infrastructure in this area has previously been raised at Runanga Meetings.

5.2. **Groups and Organisations**

There are not groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report.

An update notice will be circulated to the stakeholders and residents upon acceptance of the scheme design for feedback.

The wider community has not been specifically consulted on the project but will be informed through normal communication channels.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are financial implications of the decisions sought by this report.

This New Footpath Programme budget (PJ 100746.000.5133) is included in the Annual Plan/Long Term Plan includes two sites:

- East Belt between Kippenberger Ave and Greyview Grove
- Lees Road from west of Bayliss Drive to the bus stop at no. 568 Williams Street

The Lees Road Footpath project had assumed the construction of an asphalt footpath, which would have a higher associated cost. As such there will be cost savings from the proposed change in construction.

The overall budget for the New Footpath Programme is \$364,000 with a commitment of \$75,000 including professional services and contingency for the East Belt Footpath. The engineers estimate for a gritted path on Lees Road is \$60,000 and as such this area is likely to be underspent.

There is budget for new kerb and channel in Major Towns in 2026/27, however a programme has not yet been developed for this area and there are likely to be a number of sites where this budget could be spent. The budget is a 3 yearly allocation of \$350,000 and as such it will take some time to work through all sites which could benefit from kerb and channel.

6.2. **Sustainability and Climate Change Impacts**

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

Improving pedestrian and cycle safety will encourage more active modes of travel and reduce overall emissions and maintenance costs. This footpath also connects to a bus stop on Williams Street, providing access to public transport.

6.3. **Risk Management**

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

There is a risk that the Community may want a higher level of service in the form of an asphalt surfaced footpath. It is noted that a previous resident information notice, distributed in October 2024 advised residents that the new footpath would be a 1.8m asphalt footpath.

6.4. **Health and Safety**

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

All contractors will be required to be SiteWise accredited (or equivalent) with a minimum score.

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**

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

Environmental

...that values and restores our environment...

- *The natural and built environment in which people live is clean, healthy and safe.*

Economic

...and is supported by a resilient and innovative economy.

- *Infrastructure and services are sustainable, resilient, and affordable.*

7.4. **Authorising Delegations**

The Kaiapoi-Tuahiwi Community Board has the authority to make recommendations to the Council and Standing Committees on local implications of such policies, projects and plans, which have district-wide impacts and are referred to the Community Board for comment.

The Utilities and Roding Committee has delegated responsibility for activities related to Roding and Transportation (including road safety, multimodal transportation and traffic control).



CONSTRUCT NEW GRITTED PATH

LEES ROAD

WILLIAMS STREET

1.50

1.50

287

285

283

281

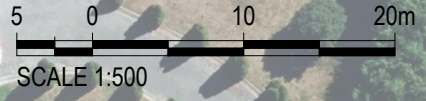
275

271

NEW GRITTED PATH TO TERMINATE AT EDGE OF SEAL NEXT TO EXISTING BUS SHELTER

LEGEND

 NEW GRITTED FOOTPATH



REV	REVISION DETAILS	DRN	CHK	APP	DATE

SURVEYED	--	--	PROJECT No	PD001967
DRAWN	SS	24/08/2023	CON No	CON202517
DRAWING CHKD	KS	30/10/2024	SCALE (A3)	1:500
DESIGNED	GK	06/03/2025	DATUM ORIGIN	
DESIGNED CHKD	KS	07/03/2025	HORIZONTAL	NZTM GD2000
APPROVED	---	--/--/2020	VERTICAL	NZVD 2016



PROJECT	LEES ROAD FOOTPATH
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SHEET TITLE	OVERVIEW I
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FOR INFORMATION	
NOT FOR CONSTRUCTION	
DRAWING	4396
SHEET	REVISION
01	A



CONTINUES SHEET 01

CONSTRUCT NEW GRITTED PATH

NEW GRITTED PATH TO CONNECT TO EXISTING CONCRETE PATH

LEES ROAD

1.50

281

275

271

269

267

261/21

85D

85C

261/22

265

LEGEND

 NEW GRITTED FOOTPATH



REV	REVISION DETAILS	DRN	CHK	APP	DATE

SURVEYED	--	--	PROJECT No	PD001967
DRAWN	SS	24/08/2023	CON No	CON202517
DRAWING CHKD	KS	30/10/2024	SCALE (A3)	1:500
DESIGNED	GK	06/03/2025	DATUM ORIGIN	
DESIGNED CHKD	KS	07/03/2025	HORIZONTAL	NZTM GD2000
APPROVED	---	--/2020	VERTICAL	NZVD 2016



PROJECT

LEES ROAD FOOTPATH

SHEET TITLE

OVERVIEW II

FOR INFORMATION
NOT FOR CONSTRUCTION

DRAWING 4396

SHEET 02 REVISION A

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RGN-05-30/250227032768

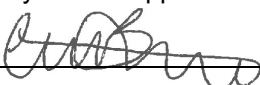
REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 14 April 2025

AUTHOR(S): Isibéal Clark – Project Manager

SUBJECT: Murphy Park – Approval of Preliminary Concept Plan

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



General Manager



Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to seek approval from the Kaiapoi-Tuahwi Community Board on the concept plan in relation to the Murphy Park Kaiapoi River Access development located at 78 Raven Quay, Kaiapoi.
- 1.2. The current area at Murphy Park which is utilised by a number of sport codes is not suitable for long-term use due to limited manoeuvring space for vehicles with large trailers and difficult launch access at the 'beach' area.
- 1.3. For a number of years, staff have been working on viable solutions to resolve the health and safety issues experienced at Murphy Park in relation to the beach access as well as the overall concept plan for the site to cater to the multiple users. However, due to cost restraints and the complexity of working within the river, a viable cost-effective solution has not been able to be confirmed until recently for the river access, preventing the project from progressing.
- 1.4. In March 2025 staff brought a report to Council seeking approval to enter a Memorandum of Agreement with Woody B Ltd for the procurement of the design and installation of a pontoon as the first stage of the works. This was approved with Council's contribution capped at \$100,000.
- 1.5. The manufacturing of the pontoon is currently underway, along with the Resource Consent processing. It is expected that installation of the pontoon will occur in the period starting 1 June 2025 and will be completed by 15 August 2025 to ensure no impact to spawning or whitebait season.
- 1.6. Staff have updated the concept plan to include the relocation of the Kaiapoi Croquet Club and the new pontoon. The proposed sheds for river users or community groups are located where the Croquet Club is currently situated. The proposed Concept Plan includes formalised carparking, space for storage sheds (relocated and future), improved pedestrian access and safety, and a new esplanade walkway along the river's edge
- 1.7. The concept plan seeks to improve safety for all park users by addressing the issue of large overhanging trees around the old bowling site, which have been contributing to antisocial behaviour. This plan has been shared with the primary user groups on site to ensure it meets everyone's needs.
- 1.8. Consultation occurred with the wider public in 2018 (on a previous concept masterplan) with feedback mostly in support of the proposal. Whilst the concept plan was slightly

upstream of the current concept plan, staff expect that the sentiments are still likely to be similar with the updated plan.

- 1.9. The high-level cost estimate for these works (excluding the pontoon) is \$767,619.80. This does include several provisional items and 20% contingency. Due to several unknown factors regarding drainage and roading, further assessment by an engineer is required to during the detailed design, and conduct additional value engineering. To streamline the process and avoid the expense of repeated cost estimates, we propose adding these provisions to the contract and tender. Once this is done, staff will be able to confirm if all of the provisional items can be included.

Attachments:

- i. Murphy Park Concept plan – 250219027438

2. **RECOMMENDATION**

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250227032768.
- (b) **Approves** the Murphy Park concept plan for implementation (Trim: 250219027438).
- (c) **Notes** staff will now look to value engineer and complete a detailed design to confirm if the provisional items can be included.
- (d) **Notes** costs in association with relocation of sheds or construction of sheds will be met by the user groups and are not included in the cost estimate. Establishment of sheds will also rely on a new or updated Licence to Occupy being formalised with each resident club.
- (e) **Notes** that staff conducted detailed consultations with the community regarding the concept design in 2018 and have met with all stakeholders within the last twelve months to discuss the updated concept design with all immediate stakeholders supportive of the design.
- (f) **Circulates** the report to the Community and Recreation Committee for their information.

3. **BACKGROUND**

- 3.1. The current rowing and paddle sports area at Murphy Park, Kaiapoi, is not considered suitable for long-term occupancy due to a lack of manoeuvring space for vehicles (with large trailers), and difficult launch access at the 'beach' area. There has also been a compliance issue raised by ECan with the 'beach' anchor concrete blocks in the river and the current location of the Union Rowing Club shed which is within the esplanade strip and very close to the river edge. The current rowing and dragon boat / waka ama area was always intended as a post-earthquake, temporary solution until the space could be developed properly into a rowing and paddle sports base.
- 3.2. A number of sport codes currently utilise Murphy Park, a sport and recreation reserve in Kaiapoi. The park is home to the Northern Bulldogs Rugby League Club, the Kaiapoi Croquet Club, and several rowing and paddle sports entities (St Margarets Rowing Club, Union Rowing Club, Waimak Dragon Boat Club, Waka Ama, and Kiwi Outdoor Resilience Education). A number of private/non-affiliated rowers and other paddle sports enthusiasts also use the area.
- 3.3. In 2018 a preliminary draft concept plan was developed for a proposed permanent rowing base. At this time the Kaiapoi Croquet Club was not in a position to leave Murphy Park. This influenced the location of the proposed Rowing Precinct to be upstream of its current location, on land previously occupied by the Riverside Bowling Club.

- 3.4. From 16 April to 4 May 2018, several public communications were conducted to gather community feedback. These included direct communication with affected groups, signage, and information published on the Councils Facebook channel. In addition, three editorials were published in the Kaiapoi Advocate, Northern Outlook, and North Canterbury News.
- 3.5. In June 2018, a report was presented to the Kaiapoi-Tuahiwi Community Board regarding the consultation feedback. Overall, the feedback supported, in principle, the establishment of a permanent rowing base at Murphy Park. However, several broader issues were raised during the consultation, including providing for non-Waimakariri-based clubs, alternative locations for the rowing base, and the overall use of Murphy Park. The Board approved staff to progress the draft concept plan for the permanent rowing base at Murphy Park, noting that the expenditure on the proposed rowing base would require Council approval.
- 3.6. The Kaiapoi Croquet Club had approached the Council about the damage to their facility following the earthquakes in 2011, and Council staff and elected members had been working with them to help plan for their future. Due to ongoing conversations and the uncertainty around the future of the Kaiapoi Croquet land, alternative locations and options for the rowing precinct began to be explored.
- 3.7. On 20 March 2023, staff presented a Workshop on Murphy Park Rowing Precinct to the Kaiapoi-Tuahiwi Community Board with the options for beach access they had investigated. Staff updated the Board on all of the information and explained the issues around the budget and what available options the board has moving forward.
- 3.8. Staff then refined the cost estimate to give the Community Board and Council a clear and confident figure on how much budget was required to achieve a concrete ramp and earthworks/landscaping and it was clear the project had insufficient funds to achieve the proposed draft plan which included the removal of Kaiapoi Croquet Club, general earthworks / landscaping to Murphy Park and the Rowing area, and a rowing launch facility. The assessment showed a shortfall of approximately \$210,000.
- 3.9. In April 2023 staff sought approval from Council to bring forward to 2023/24 Annual Plan and reassignment of \$160,000 from Kaiapoi Railway Heritage Precinct (from 2024/25 year) for the purposes of the Murphy Park & Rowing Precinct project, with the condition that clubs to fundraise the additional \$50,000 to meet the budget shortfall.
- 3.10. During this process, more information came to light regarding the users at Murphy Park. Waimak Dragons used the boat ramp near the bridge, which they stated required upgrading for their needs, with 290 members they also needed space to grow. In addition, there were other dragon boat users, as well as waka ama groups that utilise the general area. The Council referred the matter back to the Kaiapoi-Tuahiwi Community Board to ensure that staff held a discussion with all boat users.
- 3.11. At the end of 2023 and throughout 2024, staff met with representatives from St. Margaret's College and Waimak Dragons to understand their concerns and discuss the project's scope and also had correspondence with KORE and Union Rowing. Following these discussions, staff refined the concept plan to ensure that all users had input into the concept plan.
- 3.12. Development of the concept plan has continued over the years; however, the upgrade of the current beach has consistently been difficult to resolve due to the high potential costs. The St Margarets Rowing Club proposed a public pontoon to the Community Board initially in 2018, and this is seen as the ideal option for launching for rowers; however, cost was a barrier.

- 3.13. In August 2024 staff were approached by Woody Blakely of Woody B Limited, who is a parent from St Margarets College offering his services to build a pontoon at a significantly reduced cost. Woody Blakely has experience within the marine and civil construction field and offered to contribute his time to the Council at a very minimal cost compared to the Council procuring the pontoon through standard channels.
- 3.14. In November 2024 staff presented a workshop to the Kaiapoi-Tuahiwi Community Board around the above proposal as well as updated concept plan to seek feedback from the Board. The Board was supportive of staff continuing to explore the proposal offered by Mr Blakely. Woody Blakely and Trudy Keys from St Margarets also presented a separate workshop.
- 3.15. In March 2025 staff brought a report to Council seeking approval to enter a Memorandum of Agreement with Woody B Ltd for the procurement of the design and installation of a pontoon as the first stage of the works. This was approved with Council's contribution capped at \$100,000.
- 3.16. The manufacturing of the pontoon is currently underway, along with the Resource Consents applications having been lodged. It is expected that installation of the pontoon will occur in the period starting 1 June 2025 and will be completed by 15 August 2025 to ensure there no impact to spawning or whitebait season.
- 3.17. The Kaiapoi Croquet Club have worked with Council on the establishment of new lawns and a new base for the club at the Kaiapoi Community Hub site off Courtenay Drive. The Croquet Club will begin playing at the new facility in mid 2025 and council will then take ownership of the former Croquet Club site at Murphy Park.

4. ISSUES AND OPTIONS

- 4.1. Staff have updated the concept plan to include the relocation of the Kaiapoi Croquet Club and the new pontoon which is due to be installed. The proposed sheds for river users or community groups are located where the Croquet Club is currently situated. Staff have spoken with all groups onsite to produce a concept plan that meets everyone's needs. The plan includes the following (refer plan included in Attachment i):
- A floating pontoon (approx. 22m x 3.2m) The pontoon position is set off the bank, with the launching face approximately 13m from the top of the bank, The pontoon will be placed parallel to the riverbank and will be a proprietary floating polythene system.
 - Space for storage sheds (relocated and future), and backbone utility services provision to the general site
 - A central (hardstand area) for easy access to the pontoon and rigging/wash down purposes
 - Formalised car parking x 22 spaces
 - Realigned vehicle access, with potholes and drainage repaired and new surfacing.
 - Connecting path down stopbank
 - Turnaround areas for trailers
 - Removal of Croquet lawns and facilities, and making good the site
 - Installation of bollard and wire fencing along Revell Street.
 - Construction of new esplanade walkway along the rivers edge
 - Landscaping

4.2. Central compound

A central area is proposed between the storage sheds and pontoon. This would consist of a gravel surface. This area could be used for boat rigging and wash down and for the manoeuvring of vehicles and trailers but would also be shared access for the public.

The storage sheds would be accessed from this area. This ensures that the majority of vehicle movements are contained and are separate from the informal walkway along the riverbank. It is not intended that the central compound be fenced, although this could be easily achieved if desired.

St Margarets Rowing Club prefer for this area to be sealed and surfaced with Asphaltic concrete. The extra asphalt works (when implemented) will be done at the clubs own cost.

4.3. Car parking

Twenty-Two formed car parks are proposed adjacent to the proposed St Margarets rowing shed. These car parks would be accessed from Revell Street. The car parks have been located to enable sufficient manoeuvring space onto Revell Street. Should additional car parking be required for the rowing activities there is the existing informal car parking around the rugby league clubrooms, and it is expected that at times vehicles may park within the central rowing compound area.

4.4. Safety

A known issue at Murphy Park is that the old bowling site is often used by people engaging in undesirable behaviour. To address this, the area will be made safer by trimming trees and clearing vegetation, providing a clearer and safer view for the public.

4.5. Sheds

It is proposed that the community groups cover the costs of relocating or building all sheds. The current cost estimate includes site clearing and providing central water and power to the general site. All other expenses are expected to be covered by the groups. Discussions with St. Margaret's have resulted in their commitment to moving their shed as part of the project.

The existing Union Rowing Club shed will need to be relocated, at the clubs own cost. This may either be removed by them, or relocated into the new rowing sheds area. There may be opportunities for other groups or societies to take over ownership of the relocated building if the Union Rowing Club opt to no longer retain a facility in Kaiapoi.

- 4.6. Based on the above, staff recommend that the Board approve the attached concept plan to advance to the developed design stage and implement the plan. If the Board approves the plan, staff will commence further onsite investigations and proceed to the developed design stage to determine which of the provisional items can be included. The provisional items have been prioritised and will be removed based on contract prices until we meet the budget available. The path around the outside being one of the major provisional item easily removed and could easily be added in the future if budget becomes available.

Implications for Community Wellbeing

- 4.7. There are implications on community wellbeing by the issues and options that are the subject matter of this report. The provision of quality greenspaces within our district are important to the health and wellbeing of our residents. This also provides additional wellbeing options for rowers within the existing clubs.

- 4.8. The Management Team has reviewed this report and support the recommendations.

5. **COMMUNITY VIEWS**

5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū are likely to be affected by, or have an interest in the subject matter of this report.

Earlier consultation with Ngai Tuahuriri was undertaken in 2018. At that time the Kaitiaki advised there were no concerns with the proposal for development of a rowing precinct. This included consideration of the rowing base, car parking and pontoon. They were recorded as supportive of the proposal going ahead as it will be of benefit for Kaiapoi and the wider community. There hasn't been much change to the scope since 2018, however the location has changed. Due to the time lapse since that consultation the updated plan, location and associated wider concept plan would be consulted again and further input would be sought. Whitiōra have been consulted around the pontoon procurement and are currently engaged on this part of the project.

5.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report.

St Margarets

Staff have been working closely with St Margarets Rowing Club over the last 5 or more years. This includes onsite meetings, email updates, and consultation/feedback on the draft plans. This club will be the main user groups of the rowing area and Woody Blakely who is designing and constructing the pontoon has been identified as a parent within this school. St Margarets have indicated that they find the current arrangements challenging and have identified issues with the flooding of their compound.

St Margarets have completed three workshops to Kaiapoi-Tuahiwi Community Board over the years, expressing their health and safety concerns of the area.

Kaiapoi Croquet

The Kaiapoi Croquet Club are an interested party in this project. For this project to go ahead, it relies on the croquet club relocating. The Croquet Club are in agreement to relocate to the Community Hub site and staff are currently working through the final settlement of the sale and purchase agreement which should be signed within the next few months. The Croquet Club were supportive of the plan back when it was consulted in 2018.

Waimak Dragons/Waka Ama

Staff have contacted the current owners and users of the fenced storage compound near the existing boat ramp, who use the area for launching and retrieving waka and dragon boats. Staff met with Waimak Dragons in 2024, presenting the overall plan and incorporating their needs for an extended compound and organised for safety improvements of their current boat ramp. They will benefit from the general civil works and landscaping upgrades to the rowing area. Some initial works were undertaken in 2024 to provide minor surface upgrades to the existing boat ramp that dragon boat clubs use.

KORE

KORE provides water sport programs to schools, groups, and individuals, offering activities such as sailing, stand-up paddleboarding, kayaking, and other water-based outdoor activities, including water skills and safety training. While there are no plans to change the location of KORE's activities on the Kaiapoi River, a meeting was held with the group to ensure that the creation of a pontoon would not adversely affect their activities. KORE has confirmed they are comfortable with the existing design.

Northern Bulldogs Rugby League

In 2024, staff met with the Northern Bull Dogs Rugby League to present the concept plan. The members were not opposed to the concept and appreciated the proposed safety improvements. Staff assured them that they would be kept informed to prevent any safety or communication issues. The preliminary draft concept plan does not affect the current field layout, clubrooms, parking, or toilets/changing rooms.

Union Rowing

Staff have been working with Union Rowing since 2018. In 2023, the club officially withdrew from the project due to financial constraints related to relocating a shed at Kerrs Beach. However, in 2024, staff presented them with an updated concept plan, and the club has requested additional time to consider their future at Murphy Park. The club has confirmed they are willing to work with us and remove the shed as part of the project. If they decide to stay at Murphy Park, there is space available for them.

ECan

Staff have met with an Environment Canterbury representative to seek preliminary feedback on the proposed Murphy Park works. No major issues were raised in relation this; however, it was noted that the proposal would be subject to the standard resource consenting process.

Identified stakeholders, including the relevant Community Board, will be advised of these works by way of a Start Work Notice to be distributed prior to establishment on site.

5.3. **Wider Community**

The wider community is likely to be affected by or to have an interest in the subject matter of this report.

In 2018 a consultation process was carried out on the 2018 Draft Plan. Forty-three pieces of feedback were received, mostly in support of the proposal.

Feedback	Support	Oppose	Neutral	Total
Online	9	4	1	14
Email	7	-	-	6
Letter	-	1	-	1
Facebook*	15	-	6	21
	31	5	7	43

The following public communications were undertaken from 16 April to 4 May 2018 to seek community feedback;

- Emails were sent on 16 April 2018 to; St Margarets Rowing Club, , Northern Bulldogs Rugby League Club, KORE – Kiwi Outdoors Resilience Education and Union Rowing Club
- Signage was installed at Murphy Park
- Project web page on waimakariri.govt.nz/regeneration
- Latest news item on home page of Council's website
- Advertisements in the Kaiapoi Advocate and Northern Outlook
- Facebook posts
- Flyers in the Ruataniwha Kaiapoi Civic Centre
- Digital slide on the Regeneration display in the Ruataniwha Kaiapoi Civic Centre
- Article in the April 2018 Regeneration e-newsletter
- In addition, three editorials were published in the Kaiapoi Advocate, Northern Outlook and North Canterbury News.

It should be noted that staff have engaged with all directly affected groups on the new concept plan in the last 6 months and that the wider public consultation was based on the 2018 plan. However, staff expect that the sentiments are still likely to be similar with the updated draft plan.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are financial implications of the decisions sought by this report.

The budget below shows the available budget for the site works spread over multiple budgets. This budget is for all works, including the pontoon, demolition, civil works, and drainage.

Budget Name	Murphy Park	Kaiapoi Riverbanks Rowing Precinct	Greenspace Carpark Renewals	Kaiapoi River Sport User Hub	TOTAL
PJ Number	100278.000.5224	100275.000.5224	100293.000.5224	101185.000.5225	
Total Budget^a	\$ 208,900	\$ 289,900	\$ 100,000	\$ 250,000	\$ 848,800

	TOTAL
Total Budget^a	\$ 848,800
Spent to date (including carry over) ^b	\$ 45,745
Other project commitments ^c *This figure includes the pontoon	\$ 166,725
Total existing commitments^d (=b+c)	\$ 212,470
Remaining Budget g (= a – d)	\$ 636,330

This leaves an available budget of \$636,300 for the remaining site works shown in the concept plan. These works include site clearance, croquet facility demolition, road/hardstand areas rebuilds, new parking, Murphy Park esplanade walkway, general landscaping and safety improvements, and drainage. The high-level cost estimate for these works (excluding the pontoon) shows an estimate of \$767,619.80. This does include several provisional items and 20% contingency.

The provisional items included are:

NO.	ITEM	TOTAL
1.	Pathing <i>Item 17 - Crusherdust path with timber edge around river edge</i>	\$54,600
2.	Trees <i>Item 18 - Tree planting NW corner</i>	\$3,600
3.	Fencing <i>Item 15 – Bollard and Cable Western Edge</i>	\$12,192
4.	Roading – <i>Item 13 – New chipseal surface</i>	\$93,600
	TOTAL - Less Contingency – 20%	\$131,193.60

The below shows the estimated amount for the remaining site works if the provisional items did not proceed:

TOTAL	\$767,619.80
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Total without Provisional Item 1	\$713,019.80
Total without Provisional Items 1 and 2	\$709,419.80
Total without Provisional Items 1, 2, and 3:	\$697,227.80
Total without Provisional Items 1, 2, 3, and 4	\$610,127.80

We plan to start work on resource consent and detailed design/investigations within this financial year. Our goal is to begin physical construction this year and complete the project by the 2026/27 financial year.

This budget is included in the Annual Plan/Long Term Plan.

6.2. Sustainability and Climate Change Impacts

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

The recommendations in this report do have sustainability and/or climate change impacts. One of the impacts of climate change is more severe weather patterns which has a correlated effect on flooding within the Kaiapoi River. St Margarets College would move their container further from the river onto a permanent and fixed location which would help prevent them being carried away in a flood and damaging things downstream. However, the area will still be susceptible to flooding. To address this, the design will accommodate with the site sitting slightly higher than the current base, therefore the flood risk would be potentially reduced. However, it should be noted that all proposed asset (either Council or club) would be located in an area subject to flooding. The pontoon is designed to accommodate the design flood levels in the area.

6.3. Risk Management

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

Resource consent from Environment Canterbury and the Waimakariri District Council will be required for the construction of the storage sheds, and earthworks. Building consent is also likely to be required for the storage sheds.

It is expected that these consents would be granted (subject to appropriate conditions), however, there are time and cost implications in gaining these consents. Rather than each individual user group applying for resource consent staff propose to manage this by applying for consent which covers all associated work on site.

Each Club will be responsible for the deconstruction and relocation of their own sheds and the construction of any future sheds.

6.4. Health and Safety

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

As this area is a public reserve with many members of the public staff would require any building contractors to submit an appropriate health and safety plan (Site Specific Safety Plan – SSSP). This would need to be approved by Council staff before construction begins on-site.

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.

Authorising Legislation

Reserves Act, 1977:

- The proposed site works are consistent with the anticipated use of Recreation Reserves under the Act (Section 17).
- The proposed works are consistent with the Sport and Recreation Reserves Management Plan (Section 41).

Resource Management Act, 1991:

The storage sheds and storage compound will require resource consent from Environment Canterbury and the Waimakariri District Council for works in or near a river.

7.2. Consistency with Community Outcomes

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

Environmental

...that values and restores our environment...

- The natural and built environment in which people live is clean, healthy, and safe.
- Land use is sustainable; biodiversity is protected and restored.
- Our district is resilient and able to quickly respond to and recover from natural disasters and the effects of climate change
- Our communities are able to access and enjoy natural areas and public spaces.

Social

A place where everyone can have a sense of belonging...

- Public spaces are diverse, respond to changing demographics, and meet local needs for leisure and recreation.

7.3. Authorising Delegations

The Kaiapoi-Tuahiwi Community Board have delegation to approve the overall concept plan.

KAIAPOI RIVER

18

19

17

PLAYING FIELDS

15

16

17

KAIAPOI BOROUGH SCHOOL

STOPBANK PATH

NORTHERN BULLDOGS RUGBY LEAGUE CLUB

TOILETS

REVELL STREET

14

1

2

3

RICH STREET

13

6

4

5

DUDLEY DRAIN

8

7

Bollards

RAVEN QUAY

Container

9

10

11

12

LEGEND

- 1 Future stakeholder facilities and access - users to be determined
- 2 St Margarets Rowing building - 32 x 18m
- 3 Shared pedestrian area and pontoon access - hardstand
- 4 Lawn area for passive recreational use
- 5 Carparks with 22 spaces with upgraded gravel road surface and drainage
- 6 Gardens - potential for rain garden water treatment
- 7 Rowing and public use pontoon
- 8 Dragon boat compound - extended area with existing trees limbed-up
- 9 Seat on concrete pad to allow for wheelchair access
- 10 Existing vehicle access/turn around area with upgraded gravel surface
- 11 Connecting path down stopbank
- 12 Potential future additional boat ramp
- 13 Access road with upgraded chipseal surface
- 14 Existing gravel area retained as carpark/turnaround area
- 15 Bollard and wire rope fence along road and car parking area
- 16 Tree and plant tidy-up, remove unwanted items and repair grass surface
- 17 Riverside path through trees with river views - 2 meters wide
- 18 Potential future medium/large trees for shade and improved amenity
- 19 Connecting path down stopbank

MURPHY PARK - KAIAPOI
 DRAFT OVERALL CONCEPT PLAN



WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RES-20/ 250403058334

REPORT TO: KAIAPOI TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 14th April 2025

AUTHOR(S): Chrissy Taylor-Claude, Parks Officer

SUBJECT: Volleyball Net in Kaiapoi Domain.

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



General Manager



Chief Executive

1. SUMMARY

- 1.1. The purpose of this report is to seek approval from the Kaiapoi Tuahiwi Community Board to endorse a community project to install a permanent volleyball net in the Kaiapoi Domain.
- 1.2. In February 2024, a community member proposed installing a volleyball net somewhere in Kaiapoi, as they currently have to travel to Christchurch for access to a volleyball net.
- 1.3. Since then, Council staff have identified Kaiapoi Domain as the most suitable location as other investigated locations were designated for other activities.
- 1.4. The proposed volleyball space is 16 metres by 8 meters. The net is 10 metres long within this space. This is the size of a social volleyball court, allowing more people to use the space. The posts for the volleyball net would be dug into the ground and concreted within this space. The net would be up permanently for the community to enjoy.
- 1.5. There is an estimated cost of approximately \$5,000 for the purchasing and installation (from the supplier) of the posts and net. The community member driving this project has limited capacity to fundraise and therefore is seeking budget from the Board to fund the volleyball net.
- 1.6. Once the volleyball posts and net are installed, it is proposed to come under Council's existing maintenance contract. The proposed locations are already in the scheduled maintenance plan and there is sufficient budget available if any work on the posts or net is required. The net will need to be included in Councils asset renewal programme and this cost can be included in the programmed Greenspace budgets in future Annual Plans/ Long Term Plans.

Attachments:

- i. Potential volleyball court locations (Trim: 250404058969).

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250403058334.
- (b) **Approves** public consultation of installation of a permanent volleyball net in Kaiapoi Domain.

- (c) **Notes** a subsequent report will be submitted to the Board seeking approval to install the net and approval to allocate up to \$5,000 of funding from the Board's General Landscaping Budget for the 2025/2026 Financial Year if appropriate. This report will include the consultation results, final design, materials, construction method, installation and ongoing maintenance costs.
- (d) **Notes** the surface will remain as grass, unless fundraising is undertaken at which time approval would be sought from Kaiapoi Tuahiwi Community Board to install a different surface.
- (e) **Notes** the volleyball posts and net would become a Council asset and are proposed to come under Council's existing maintenance contract and has sufficient budget available if any work on the posts or net is required (10.538.811.2507). No additional budget will be required for maintenance.
- (f) **Notes** the asset will need to be included in Councils asset renewal programme and this cost can be included in the programmed Greenspace budgets in future Annual Plans/ Long Term Plans.

3. **BACKGROUND**

- 3.1. In February 2024, Council staff met with a member of the community who had a proposal to install a volleyball net in a reserve somewhere in Kaiapoi. The community member has a large group of people that enjoy volleyball. Currently, they have to travel into Christchurch to have access to a volleyball net as there are no nets located in the Waimakariri District for public use.
- 3.2. Volleyball is a popular sport across New Zealand. Volleyball is a dynamic non-contact sport for all ages, abilities, genders and ethnicities. Volleyball is the 3rd the most popular sport in New Zealand secondary schools and 2nd most popular sport for girls. The 2023/2024 season had 24,970 secondary school participants which is a 7% increase from previous. There were also 22,138 adult participants, 41,006 youth participants, and 15,385 child participants.
- 3.3. Since February 2024, staff have been working to find a suitable location for the volleyball net. Council staff looked at multiple locations and it appears that Kaiapoi Domain is best suited as other investigated locations were designated for other activities. Installing a volleyball net is compliant with levels of service for Kaiapoi Domain.
- 3.4. The community member has sourced a quote of approximately \$5,000 for the purchasing and installation of the posts and net from a Christchurch supplier. The community member driving this project has limited capacity to fundraise and therefore is seeking budget from the Board to fund the volleyball net.
- 3.5. Staff have looked at different surface options for the volleyball net. The cheapest option is to leave the surface as it is (grass) which would require no additional cost. However, should a surface be installed, such as sand, crusher dust, astro turf, or pea shingle, additional budget would be needed.
- 3.6. The proposed volleyball court is 16 metres by 8 meters. The net is 10 metres long within this space. This is the size of a social volleyball court, allowing more people to use the space. The posts for the volleyball net would be dug into the ground and concreted within this space. The net would be up permanently for the community to enjoy.
- 3.7. If there is a surface installed (e.g. sand) there would be a larger court area of approximately 21 metres by 13 metres to allow run off space. The court would be dug into the ground by approximately 300 mm, a wooden border inserted, and the chosen surface would be filled into this space.

- 3.8. The proposed locations will not conflict with other services in the area. There is a water pipe that goes partially under location 1 (attachment i) but the posts would be installed away from this area. If a surface was to be installed (e.g. sand), this water pipe would need to be considered when designing and constructing the space. The court space would need to be shifted approximately 3-4m to avoid this overlap. Greenspace staff would work with 3 Waters staff to ensure services are not negatively impacted.

4. ISSUES AND OPTIONS

- 4.1. Option 1: Approves community consultation to install a net in Kaiapoi Domain in both locations as per attachment i.

Staff recommend this option because both locations have good space for the volleyball court. This option will allow the community to indicate a preference for where they would like the net. Both locations are appropriate being close to the public toilets, rubbish bin, picnic tables, playground, disc golf, and Fairy Forest. Location 1 could create a 'hub' feeling in this space in the Domain as it is more enclosed with picnic tables and trees surrounding the area. However, there may be a desire to retain this area in its current state. Alternatively, location 2 may activate this space and create a welcoming dedicated volleyball space. It would also have easier access for maintenance due to the open environment.

Should this option be preferred, a further report would be submitted to the Board with the consultation results and seeking approval to install the court if appropriate.

- 4.2. Option 2: Do nothing.

Staff do not recommend this option due to it reducing the recreational opportunities for the local community. Installing a volleyball net in Kaiapoi will provide the community with an activity they enjoy close to home, rather than traveling to Christchurch. The net will be permanently available for the public to use, encouraging the community to recreate in our local parks and reserves which boosts mental, social, and physical wellbeing. The Board may choose this option if they would like to wait until the community member wanting the net can provide a funding plan. This poses a risk to the project trajectory and may resulting a delay due to the community member having reduced capacity to fundraise for the project at this stage.

- 4.3. Option 3: Approves consultation to install a net in Kaiapoi Domain in one location.

Staff do not recommend this option because consultation on both locations allows the community to share their preference for where they would like to see the volleyball net. This option could limit where the net could go and provide the public with reduced options and input.

Implications for Community Wellbeing

- 4.4. There are positive implications on community wellbeing by the issues and options that are the subject matter of this report. A volleyball net will provide a fun and social activity for everyone to enjoy in the community. A volleyball net means that a large portion of the community will no longer need to travel out of the district to do something they love. Volleyball for this community is about coming together and connecting with their friends and family in a welcoming and positive space.

- 4.5. The Management Team has reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

- 5.1. **Mana whenua**

Te Ngāi Tūāhuriri hapū may be affected by or have an interest in the subject matter of this report. Greenspace staff will provide an outline of the project to be tabled alongside other projects at the Rūnanga monthly meeting for their consideration as to what level of involvement the Rūnanga would like to have in this consultation.

5.2. **Groups and Organisations**

There are groups and organisations likely to be affected by, or to have an interest in the subject matter of this report. There is a group who plays disc golf at Kaiapoi Domain. Staff have reached out to this group, and they are supportive of having a net set up in the Domain. A copy of the consultation document will be sent to the group should they wish to provide any further feedback.

5.3. **Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report as the net would be installed in a public reserve. Kaiapoi Domain is a well-used public park for informal recreation such as people visiting the playground or fairy forest. The recommendation to consult with the community on the potential net will ensure the community have the opportunity to provide feedback.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are financial implications of the decisions sought by this report.

This budget is not included in the Annual Plan/Long Term Plan

6.1.1. Installation

The community member wanting the volleyball net has acquired a quote with an estimated cost of \$5,000 for the purchasing and installation (from the supplier) of the posts and net. The surface of the court could remain as grass (no additional cost), or a surface of either crusher dust, sand, astro turf, or pea shingle, could be installed. Installing a surface is more costly and would likely require external funding or a bid to Council's Long-Term Plan. The estimated cost to install a surface is between \$15,000-\$30,000 depending on the type chosen. Details of any additional costs will be presented in a subsequent report. The community member driving this project has limited capacity to fundraise and therefore is seeking budget from the Board to fund the volleyball net. Should the volleyball court be supported in community consultation, the subsequent report to the Board will include a recommendation for the Board to approve allocating up to \$5,000 from their General Landscaping Budget for the 2025/2026 Financial Year to install a volleyball net.

6.1.2. Maintenance

Once the volleyball post and net are installed, it is proposed to come under Council's existing maintenance contract. The proposed locations are already in the scheduled mowing plan (10.538.805.2504) and will require no additional budget for the surface maintenance. If any maintenance is required for the volleyball net, it net can be listed under play equipment (10.538.811.2507) which has budget available if any work on the posts or net is required. No additional budget will be required.

Over time, the asset (e.g. net and posts) may need to be renewed. The asset will need to be included in Councils asset renewal programme and this cost can be included in the programmed Greenspace budgets in future Annual Plans/ Long Term Plans. Staff will work with the community member to ensure that the materials chosen are durable and robust so as not to need regular replacement.

Should a surface be installed (e.g. sand) there may be additional cost to maintain the sand. A subsequent report will be submitted detailing the consultation results, the design, materials, construction method, and ongoing maintenance plan and cost.

6.2. **Sustainability and Climate Change Impacts**

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

6.3. Risk Management

There are risks arising from the adoption/implementation of the recommendations in this report. Should the court be installed, there is a risk of vandalism of the posts/ net, which is the case for any infrastructure in our public spaces. Council staff will monitor the net for any damage to ensure it is safe and functional for public use. Staff will work with the community member to ensure that the materials chosen are durable and robust. There is also a risk that if the surface of the space remains as grass, the ground could become a dirt patch if it is used frequently. If this becomes an issue, a surface can be installed (e.g. sand) but this is estimated to be \$15,000- \$30,000 and would likely require a bid to the Long-Term Plan as there is currently no budget available for this. There is a risk that if the consultation is favourable of a volleyball net in Kaiapoi Domain, and there is not enough funding to cover the entire project, it would not go ahead until another source of funding is found.

6.4. Health and Safety

There are not health and safety risks arising from the adoption/implementation of the recommendations in this report. Once installed, the court would be covered by Council's maintenance contract to ensure the area is tidy, safe, and functional. Staff are not anticipating any health and safety concerns upon installation of a net. Should the project be supported by the community and the Community Board, a subsequent report will be submitted detailing the design, materials, construction method, and ongoing maintenance plan and cost.

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

Local Government Act.

Reserves Act.

7.3. Consistency with Community Outcomes

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

Environmental

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

Social

- Public spaces are diverse, respond to changing demographics and meet local needs for leisure and recreation.
- People are able to enjoy meaningful relationships with others in their families, whanau, communities, iwi and workplaces.

7.4. Authorising Delegations

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

Kaiapoi Domain Potential Volleyball Court Locations

Key:

Seating:
S

Rubbish bin:
R

Picnic table:
⌘

Location 1:
L1

Location 2:
L2



WAIMAKARIRI DISTRICT COUNCIL**REPORT OR DECISION**

FILE NO and TRIM NO: GOV-26-08-06 / 250325050429

REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 14 April 2025


AUTHOR(S): Kay Rabe, Governance Advisor

SUBJECT: Applications to the Kaiapoi-Tuahiwi Community Board's 2024/25 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 three applications for funding received from:

Name of Organisation	Purpose	Amount requested	Does the application comply with the Discretionary Grant Fund Criteria?
Combined Probus Club of Kaiapoi	Towards identification banners	\$442	This application complies with the criteria.
Big Brothers Big Sisters North Canterbury	Towards the purchase of a new computer	\$750	This application complies with the criteria.
Clarkville Playcentre	Towards the cost of first aid courses for parents	\$750	This application complies with the criteria
Total:		\$1,942	

Attachments:

- i. Application from Combined Probus Club of Kaiapoi (Trim 250314043246).
- ii. Application from Relay for Big Brothers Big Sisters North Canterbury (Trim 250312041638).
- iii. Application from Clarkville Playcentre (Trim 250324050181).
- iv. The spreadsheet shows the grants for the previous two years.
- v. Board funding criteria for the 2024/25 financial year.

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 250325050429.
 - (b) **Approves** a grant of \$..... to the Combined Probus Club of Kaiapoi towards the cost of identifying banners.
- OR**
- (c) **Declines** the application from the Combined Probus Club of Kaiapoi.

- (d) **Approves** a grant of \$..... to Big Brothers Big Sisters North Canterbury towards the purchase of a new office computer.
OR
- (e) **Declines** the application from Big Brothers Big Sisters North Canterbury.
- (f) **Approves** a grant of \$..... to Clarkville Playcentre towards the cost of First Aid courses for parents.
OR
- (g) **Declines** the application from Clarkville Playcentre.

3. **BACKGROUND**

- 3.1 The **Combined Probus Club of Kaiapoi** seeks funding to purchase identifying banners for directing members to meeting venues and for promotion and advertising purposes.
- 3.2 **Big Brothers Big Sisters North Canterbury** is seeking funding towards the purchase of a new office computer.
- 3.3 The **Clarkville Playcentre** is seeking funding to send parents who assist with the children on First Aid courses.
- 3.4 The current balance of the Kaiapoi-Tuahiwi Community Board's 2024/25 Discretionary Grant fund is \$2,201.

4. **ISSUES AND OPTIONS**

The Combined Probus Club of Kaiapoi (the Club)

4.1 Information provided by the Club

- 4.1.1 Formed in November 1993, the Combined Probus Club of Kaiapoi celebrated its 30th anniversary in November 2023. The Club is all about fun, friendship and fellowship for men and women in retirement or semi-retirement. The Club currently has 107 members who meet at the Kaiapoi Working Mens Club every third Wednesday of the month.
- 4.1.2 The Club is requesting assistance to purchase two pull-up marketing/identification banners to direct members to the meeting venue, attract new members, and raise the Club's profile within the community. Seventy-eight percent of the members are from the Kaiapoi-Tuahiwi area, with a small percentage (8%) from the Rangiora-Ashley Ward and 13% from the Redwood/Northlands area.
- 4.1.3 The pull-up banners are estimated to cost \$442. The Club does not undertake fundraising and operates on modest fees paid by members and user-pay activities. The Kaiapoi Working Men's Club generously allows the use of its premises for meetings for a small annual donation. If this application is unsuccessful, the banners are unlikely to be purchased, which would be a missed opportunity to promote the Club within the community.

4.2 Council Evaluation:

- 4.2.1 The application complies with the Board's Discretionary Grant Application Criteria, as it is from a non-profit organisation that operates within the Kaiapoi-Tuahiwi area and has most of its members from the district.
- 4.2.2 This is the first time the Club has sought funding from the Board.

Big Brothers Big Sisters North Canterbury (BBBS)

4.3 Information provided by BBBS:

- 4.3.1 In 1904, a young New York City court clerk named Ernest Coulter observed that more and more boys were coming through the courts and recognised that caring adults could help many of these kids stay out of trouble, so he set out to find volunteer mentors. At about the same time, the members of a group called Ladies of Charity were befriending girls who had come through the New York Children's Court. These two initiatives marked the beginning of an international organisation operating in 13 countries and serving over 280,000 children in need. The first New Zealand Big Brothers Big Sisters Programme was established in Dannevirke, where the first mentoring match was made in November 1996. The North Canterbury Programme was established in 2006.
- 4.3.2 BBBS is requesting funding to purchase a new office computer as their current computer is outdated, slow and unable to upgrade to Windows 11. This is an essential piece of equipment for the efficient running of the organisation. The computer is required to oversee communications, marketing, financials, and day-to-day operations. The current computer, a refurbished model donated several years ago, does not have a camera, which impacts virtual meetings so crucial in today's world.
- 4.3.3 At least 50% of BBBS' mentors and mentees are from the Rangiora Ashley Ward, making this support particularly impactful for the local community. By funding this request, the Board will directly contribute to the continued success of the youth mentoring programme, ensuring that Tamariki in the region receive the guidance and encouragement they need to thrive.
- 4.3.4 BBBS North Canterbury falls under the umbrella of Big Brothers Big Sisters of New Zealand; however, it is a stand-alone charitable Trust affiliated with the National branch and is accountable to the national and wider New Zealand community of branches.
- 4.3.5 The new computer is estimated to cost around \$1,748, and BBBS has, therefore, requested \$1,000. Later in the year, BBBS will host its annual fundraising event, 'The BIG Breakfast,' which will contribute to the cost of the new computer. Given the cost and the lack of funding available at this time, the purchase will not be made if this application is unsuccessful.

4.4 Council Evaluation:

- 4.4.1 The application complies with the Board's Discretionary Grant Application Criteria, as BBBS is a not-for-profit organisation, and the project will benefit the residents of the Kaiapoi-Tuahiwi area.
- 4.4.2 BBBS has previously received funding from the Rangiora-Ashly Community Board in August 2023 towards a new office printer, and the Accountability Form has been received.
- 4.4.3 BBBS has also applied to the Rangiora-Ashley Community Board for funding to purchase the computer.

Clarkville Playcentre (the Centre)

4.5 Information provided by the Centre:

- 4.5.1 The Centre is unlike other early childhood education (ECE) organisations, as both children and their parents/caregivers attend. The curiosity and creativity of the Centre's tamariki are nurtured in a way that allows them to learn about themselves and their world. The Centre currently supports 39 children and their families, mainly from the Oxford-Ohoka and Kaiapoi-Tuahiwi communities.

- 4.5.2 The Ministry of Education requires the parents/caregivers who attend the Centre to hold first aid certificates. Due to the nature of the Centre, different parents/caregivers participate on various days, which requires many certificates. The Centre is, therefore, applying for funding to send 12 parents/caregivers to attend first aid courses.
- 4.5.3 Currently, 39 children and their extended families would benefit from this project, with approximately 45% of the roll residing in the Kaiapoi-Tuahiwi area, respectively, and 45% in the Oxford-Ohoka Ward and 10% in the Rangiora-Ashley Ward. In addition, these courses will provide parents/caregivers with skills and confidence to deal with emergencies and the ability to administer first aid to the children, not only during the school day but also within the community.
- 4.5.4 The Centre falls under the Playcentre Aotearoa umbrella, which supports licensing and the Education Review Office (ERO) requirements. However, most operational expenses need to be acquired through fundraising. Therefore, if this application is unsuccessful, the Centre will need to continue fundraising to enable this programme to proceed, causing a significant delay. The project's overall cost is estimated at \$1,500, and fundraising has been carried out to cover expenses.

4.6 Council Evaluation:

- 4.6.1 The application complies with the Board's Discretionary Grant Application Criteria, as the Centre is a not-for-profit organisation, and the project will benefit the residents of the Kaiapoi Tuahiwi area.
- 4.6.2 Over the last five years, the Kaiapoi-Tuahiwi Board has allocated the following funding to the Centre:

Date	Project	Amount
September 2017	Towards indoor tents and tunnels	Declined
April 2018	Towards playdough, equipment, and puzzles	Declined
April 2019	Towards the purchase of a two-seater tricycle	\$420
November 2021	Towards a mud kitchen and ground cover	Declined
March 2022	Towards a mud kitchen	Declined
August 2022	Towards fruit trees and vegetable plants	\$250
Total		\$670

- 4.6.3 It should be noted that the Oxford-Ohoka Community Board has also granted the following funding:

Date	Project	Amount
November 2018	Towards puzzles	\$500
February 2020	Towards the purchase of tools for the carpentry area	\$312
March 2021	Towards sand for sandpit and sandpit toys	\$210
April 2022	Towards replacement bikes and scooters	\$376
February 2023	Towards First Aid courses	\$500
December 2023	Towards a new printer	\$469
Total		\$2,367

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

4.8 **Implications for Community Wellbeing**

There are social and cultural implications, as all the applications submitted would benefit all sectors of the community, especially the elderly and the youth, providing support and social connections vital for a vibrant community.

4.9 The current balance of the Board's 2024/25 Discretionary Grant Fund is \$2,102. If the applications are granted, the Board will have \$259 left for the remaining two months of the financial year.

4.10 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 likely be affected by or interested in the report's subject, as the applications submitted would benefit all sectors of the community, especially the elderly and the youth. They would provide an opportunity for social interaction, improve mental well-being, and increase people's self-confidence.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1 **Financial Implications**

6.1.1 The 2024-34 Long Term Plan includes a budget provision of \$8,600 for the Kaiapoi-Tuahiwi Community Board to approve grants to community groups for the 2024/25 financial year (July 2024 to June 2025).

6.1.2 The current balance of the Kaiapoi-Tuahiwi Community Board 2024/25 Discretionary Grant Fund is \$2,102. If the applications are granted, the Board will have \$259 left for the remaining two months of the financial year.

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, groups can apply twice a year, provided it is for different projects. Where applicable, GST values are calculated and added to appropriately registered groups if the decided benefits exceed Board-resolved values.

6.2 **Sustainability and Climate Change Impacts**

The recommendations in this report do not 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.

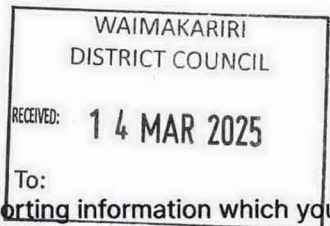
7.3 **Consistency with Community Outcomes**

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

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. and authority to approve Discretionary Grant Funding.



What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) by posting to Private Bag 1005, Rangiora 7440, New Zealand, or hand delivering to your local Service Centre, or emailing to: IM@wmk.govt.nz

What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board's decision and if successful an invoice and your organisation's bank account details will be requested. This information is required within 10 days of the Board decision.
- On receipt of this information payment will be processed to your organisation's bank account.

Groups applying for Board Discretionary Grants 2024/2025

Name of group: Combined Probus Club of Kaipoi

Address: [Redacted]

Contact person within organisation: [Redacted]

Position within organisation: Management Committee member

Contact phone number: [Redacted] Email: [Redacted]

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

2x Pull up marketing and identification banners to be used

- 1) To help direct members to the meeting venue.
- 2) for promotion to advertise the Combined Probus Group of Kaipoi and attract new members.
- 3) To raise the club's profile in the community.

What is the timeframe of the project/event date? Quotation date 5th March 2025

Overall cost of project/event: \$442.00 Amount requested: \$442.00

How many people will directly benefit from this project? Current membership 107

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

- People with disabilities (mental or physical) Cultural/ethnic minorities District
- Preschool School/youth Adults Whole community/ward Retirees (over 65 yrs)

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

Oxford-Ohoka _____% Rangiora-Ashley 8 % Woodend-Sefton _____% Kaipoi-Tuahiwi 78 %

Other (please specify): 13 1/2 - Redwood / Northwood

If this application is declined, will this event/project still occur? Yes No *Probably not.*

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

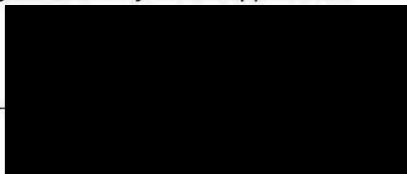
A missed opportunity to have a visible marketing tool to help attract and increase membership.

- Enclosed Financial Information (compulsory – your application cannot be processed without financial statements)
 Bank Statement (Bank Statements will remain confidential)
 Supporting costs, quotes or event budgets
 Other supporting information

- I am authorised to sign on behalf of the group/organisation making this application.
 I declare that all details contained in this application form are true and correct to the best of my knowledge.
 I accept that successful applicants will be required to report back to the Community Board by completing an Accountability Report.
 I accept that information provided in this application may be used in an official Council report available to the public.

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

Signed: _____



Date: _____

10.3.25

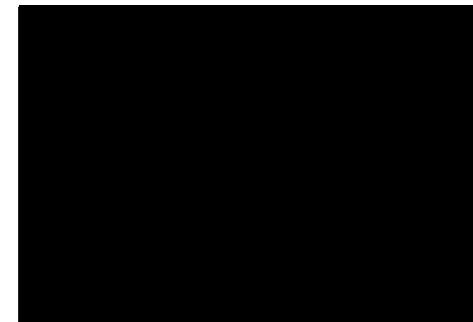
Email - Kaiapoirobust@gmail.com

Web. www.kaiapoirobust.co.nz

KAIAPOI COMBINED PROBUS CLUB

Income and Expenditure for the year ending 31/12/2024

<u>Income</u>		<u>2024</u>	<u>Expenditure</u>	<u>2024</u>
Interest Received	Main Acc	110.06	Auditor	120
	Trip Acc	17.92	Cards	35.98
Lucky Numbers		1135.7	Gifts	100.00
Other Income		76.41	Lucky Number Expenses	79.77
Subscriptions		2850.00	Meals	0.00
			Meeting Room Donation	500.00
			Misc	76.41
			Morning Teas	112.28
			Prizes	20.78
			PSPL Fees	1040
			Speakers	940.00
			Stationery	111.90
			Subsidised Events	727.36
			Trips and Events	25.03
Total Income		4190.09	Total Expenditure	3889.51
			Excess Income over Expenditure	300.58
		<u>\$4,190.09</u>		<u>\$4,190.09</u>



KAIAPOI COMBINED PROBUS CLUB
BALANCE SHEET
 FOR THE YEAR ENDING 31/12/2024

Opening Balance	1/01/2024 Main Acc	2176.20	Balance at Westpac trust	31/12/2024
Opening Balance	1/01/2024 Trip Acc	330.17	Closing Balance	31/12/2024 Main Acc
		0	Closing Balance	31/12/2024 Trip Acc
Excess Income over Expenditure		300.58		
				<u>2806.95</u>
				2806.95
			To be banked	31/12/2024
			Petty cash held	31/12/2024
				0
				0
		<u>\$2,806.95</u>		<u>\$2,806.95</u>

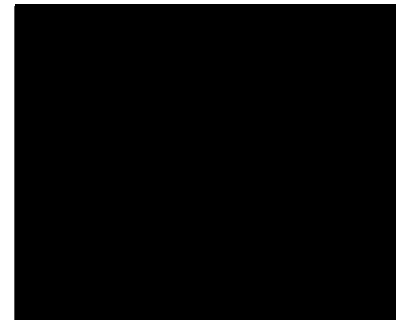
Independent Financial Review Report

I have examined the accounts of the Combined Probus Club of Kaiapoi for the 12 Months 1st January 2024 to 31st December 2024 and have obtained the information and explanations I have required. I am satisfied that proper records have been kept and give a true and fair view of the Club's affairs as at 31 December 2024.

Signed:

Date: 3rd March 2025

Harve L. Drivell



----- Forwarded Message -----

Subject:Re: Quote for 2 x Small Pull Up Banners for Combined Probud Club of Kaiapoi


Date:Wed, 5 Mar 2025 07:55:14 +0700

Hello Steve,

I'm sorry for not getting back to you sooner. Please see below:

Products ...

Browse
Add custom item

Product	Quantity	Total
 <div style="display: inline-block; vertical-align: top;"> <p>Probud Small Pull Up Banner</p> <p>\$187.00</p> </div>	<input style="width: 60px; border: 1px solid gray;" type="text" value="2"/>	<p>\$374.00 ×</p>

Payment

Subtotal	2 items	\$374.00
Add discount	—	\$0.00
Edit shipping or delivery	Custom	\$68.00
Estimated tax ⓘ	Not calculated	
Total	Approximately \$399.10 AUD	\$442.00 NZD



BLUE MOOSE
PRODUCTIONS

✉ probud@bluemooseproductions.com.au

📍 www.bluemooseproductions.com.au

📍 **Delivery Address:** Tenancy 4023, Westpoint(Roof Top West Side) , 17 Patrick St Blacktown, NSW 2148 Australia

PAYMENT : CREDIT CARD OR DIRECT DEPOSIT WITH INV NO.

[Probud Order : Click](#)



COMBINED PROBUS CLUB OF KAIAPOI



Enjoy Fun and Friendship
in Retirement

Join us for...
Interesting Speakers,
Trips, Outings
and much more...

New members welcome

Meet 9.45am third Wednesday
of the month

To find out more
email: kaiapoiprobuss@gmail.com
www.kaiapoiprobuss.co.nz

What happens now?

70

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) by posting to Private Bag 1005, Rangiora 7440, New Zealand, or hand delivering to your local Service Centre, or emailing to: IM@wmk.govt.nz

What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board's decision and if successful an invoice and your organisation's bank account details will be requested. This information is required within 10 days of the Board decision.
- On receipt of this information payment will be processed to your organisation's bank account.

Groups applying for Board Discretionary Grants 2024/2025

Name of group: Big Brothers Big Sisters of North Canterbury

Address: PO BOX 780, Rangiora, 7440

Contact person within organisation: [REDACTED]

Position within organisation: Development Coordinator

Contact phone number: [REDACTED] Email: [REDACTED]

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

Funding will be used to purchase a new office computer for Jo Sim, Development Coordinator. The current desktop was refurbished and donated several years ago and is now outdated - running slowly, lacking a camera for virtual meetings, and unable to upgrade to Windows 11. After October, it will no longer be supported by Microsoft, creating security and functionality risks. A reliable computer is essential for this role, ensuring the sustainability of our youth mentoring programme.

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

Overall cost of project/event: \$1,748 Amount requested: \$750

How many people will directly benefit from this project? +240

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

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

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

Oxford-Ohoka 8% % Rangiora-Ashley 52% % Woodend-Sefton 12% % Kaiapoi-Tuahiwi 25% %

Other (please specify): Hurunui 3%

What are the direct benefit(s) to the participants? 71

A well-equipped Development Coordinator ensures the smooth operation of our youth mentoring programme by efficiently managing communications, marketing, financials and other essential behind-the-scenes tasks. This directly benefits participants by allowing our Mentoring Coordinators to focus on matching vulnerable children with safe, trusted adult mentors - fostering stable, positive relationships that are vital for their growth, development and overall well-being.

What is the benefit(s) to your organisation?

- Ensures efficient operations and improves productivity, allowing more focus on growing and strengthening the programme
- Reduces financial strain, as we rely entirely on community generosity to operate

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

25% of our volunteer mentors and their mentees live in the Kaiapoi-Tuahiwi area. By supporting our operations, this funding directly benefits local tamariki, their families and schools - helping provide them with strong mentoring relationships that foster connection, resilience and positive youth development. Investing in youth mentoring strengthens the entire community - see attached POEs for more positive outcomes.

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

If yes, name of parent group: Big Brothers Big Sisters of New Zealand

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

We are a stand-alone charitable trust, and affiliated to the National branch of Big Brothers Big Sisters and accountable to both the National and wider New Zealand community of branches.

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.

We hope to host our biennial community fundraising event, 'The BIG Breakfast', in a few months which could contribute to this cost.

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

As the expense is greater than \$750, we have also applied to the Rangiora-Ashley Community Board in the hope they may assist with the remaining balance of the computer.

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

If yes, please supply details:

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

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

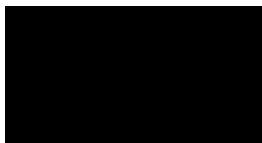
Without funding, I (Jo) will continue working on an outdated desktop that slows down daily tasks, reducing efficiency in an already part-time role. A reliable computer is essential for keeping BBBS running smoothly, ensuring more time is spent supporting local youth rather than troubleshooting technology.

- Enclosed Financial Information (*compulsory – your application cannot be processed without financial statements*)
 Bank Statement (*Bank Statements will remain confidential*)
 Supporting costs, quotes or event budgets
 Other supporting information

- I am authorised to sign on behalf of the group/organisation making this application.
 I declare that all details contained in this application form are true and correct to the best of my knowledge.
 I accept that successful applicants will be required to report back to the Community Board by completing an Accountability Report.
 I accept that information provided in this application may be used in an official Council report available to the public.

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

Signed: _____



Date: 12/03/2025 _____



Big Brothers Big Sisters of North Canterbury
PO Box 780
Rangiora 7440

12 March 2025

Dear Kaiapoi-Tuahiwi Community Board Members,

Please find enclosed a grant application from Big Brothers Big Sisters of North Canterbury for a new office computer - an essential tool for the smooth and efficient operation of our youth mentoring programme.

Big Brothers Big Sisters matches vulnerable children in our communities with safe, trusted adult role models. For one hour, once a week, 'Bigs' and 'Littles' spend time together, sharing hobbies and interests. These relationships foster confidence, resilience and connection - helping vulnerable young people reach their full potential. For some children, this mentoring relationship is their only opportunity for positive adult interaction outside of home or school.

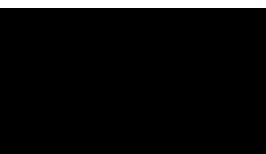
My role as Development Coordinator is crucial in keeping the organisation running, overseeing communications, marketing, financials and day-to-day operations. However, the current office computer is outdated, slow and unable to upgrade to Windows 11 later this year. With a part-time role, time efficiency is critical and reliable technology is essential to maintaining productivity and ensuring our continued support for local tamariki.

While most of our office equipment has been donated or sourced second-hand, investing in quality technology will allow us to operate effectively for years to come, without the ongoing challenges of outdated equipment. We have sought the advice of local IT Technician, Thomas Nankivell from Reality Control Computer Services, and his suggestions are included in the attached quote.

25% of our programme's participants are from the Kaiapoi-Tuahiwi area, making this support particularly impactful for the local community. By funding this request, the Kaiapoi-Tuahiwi Community Board will directly contribute to the continued success of our youth mentoring programme, ensuring that tamariki in our region receive the guidance and encouragement they need to thrive.

We appreciate your time and consideration of our request. Please don't hesitate to reach out if you require any further information.

Ngā mihi



Development Coordinator

Big Brothers Big Sisters of North Canterbury | Tuakana Teina



realitycontrol computer services

Local Computer Repair - 0800 743 431

W: www.rccs.co.nz

A: 15 Marshall Street, Rangiora, 7400

 **LEGEND PC**
www.legendpc.co.nz

NZ Online Computer Store - 03 379 1410

Web Legendz
www.weblegendz.co.nz

Web Design and SEO – 0800 743 431

Quote Big Bothers Big Sisters
11.03.2025
Quote Valid for 2 weeks.

Below is our recommendation for laptop option as discuss.



Acer Extensa EX215-55 15.6" FHD i5-1235u 16GB 256GB SSD W11Pro

Acer Extensa EX215-55, Intel Core i5-1235u 10C/12T up to 4.4GHz, 15.6-inch FHD Acer ComfyView LCD, HD Camera, 16GB DDR4 Memory (8GB+8GB), 256GB PCIe M.2 Solid State Drives, Wireless 802.11ax + BT, 3x USB 3.2 Gen1, 1x RJ-45, 1x 3.5mm headphone, 1 x HDMI 2.1, 40Wh LI-ion battery, 1.8Kg, Windows 11 Pro, 3year warranty. NC5419

Price \$1,258 including GST



AOC 24E3QAF 24" IPS 1920x1080 VGA HDMI DP Spkrs Height Adjust, Warranty: 5 Years

Price \$245 including GST



Logitech MK370 Wireless Keyboard and Mouse for Business, 2 Year Warranty

Price \$78 including GST



EVERKI Advance 16" Laptop Briefcase

Price \$39 Including GST

*By acceptance of our products and service you are deemed to have accepted our terms and conditions.
Please Refer to www.rccs.co.nz. Prices Include GST. Prices may vary without notice. Additional costs may occur during setup/install. All products are subject to availability. Payment required on delivery of product.*

realitycontrol computer services

Local Computer Repair - 0800 743 431

W: www.rccs.co.nz

A: 15 Marshall Street, Rangiora, 7400

 **LEGEND PC**
www.legendpc.co.nz

NZ Online Computer Store - 03 379 1410

Web Legendz
www.weblegendz.co.nz

Web Design and SEO – 0800 743 431

Estimate 1hour support time to setup.

Estimated Cost: \$98 (Includes 30% non-profit discount) + \$30 Site Visit

Our machines come with the following from us:

Free 1 Year Managed Antivirus (Value \$70)

Free 1 Hour Remote support. (Value \$140)

Free prepare new machine and updated ready to run. (Value \$70)

Total Cost: \$1,748 including GST

2024 PROGRAMME EVALUATION



Big Brothers Big Sisters
of North Canterbury
Tuakana Teina

The Search Institute has developed a framework that outlines how developmental relationships can enhance youth outcomes. Our Programme Outcome Evaluation (POE), based on Lerner's 5 C's of Positive Youth Development, helps assess the immediate impacts of mentoring on young people. This survey gathers feedback from caregivers, whānau and mentors to measure the current benefits of mentoring. The statistics below, drawn from the 2024 POE data, clearly demonstrate the areas in which young people are currently benefiting. By focusing on the key elements of developmental relationships - such as EXPRESSING CARE, CHALLENGING GROWTH, PROVIDING SUPPORT, SHARING POWER, and EXPANDING POSSIBILITIES - we see strong evidence of positive improvements, providing a solid foundation for future outcomes.

Improvements in...



CONFIDENCE

- 92% have higher self-confidence
- 83% are more able to express their feelings
- 71% are more confident to make a good decision
- 64% have developed a hobby or interest

Self Confidence

92%



COMPETENCE

- 68% have improved academic performance
- 63% are positively participating more actively in classes
- 59% have a better attitude towards school and learning
- 53% are better prepared for school

School Performance

68%



CARING

- 77% are more trusting of adults
- 74% have better relationships with other adults
- 63% have improved relationships with caregivers and whānau
- 58% relate better with their peers

Shows Trust

77%



"We get to go places I haven't been before!"



"He's like my best friend. We do so much stuff together but I don't care what we do, I just like spending time with him."



"We go for hot chocolates and we go swimming. We once went to Animates and had a look at all the fish."



"We love baking, especially when I get to eat it afterwards!"



"We get to hang out a lot and do fun stuff. Everyone should have a mentor, if I didn't have one, I wouldn't have a best friend."



"I have learned so much from him. I have learned about building and working on motors, and so much about life, he's been such a great big brother to me, he's a really big part in my life and I love being with him."



Quotes from those who know us best!

FROM OUR TAMARIKI & RANGATAHI





"She brightens my day and I enjoy her company."



"The highlight of being a mentor is seeing her grow and flourish into a young woman who is confident and excited about her future."



"She has a cool sense of humour, and we laugh a lot. I also love the fact that as the trust has grown, she discusses more difficult topics with me."



"You don't have to organise fun-filled, expensive dates - the best dates are when we just hang out."



"Despite the negative experiences endured, he has shown resilience. He has trusted me as someone he can rely on and it is very rewarding to see him have the opportunity to grow."



"The support, guidance and training from Big Brothers Big Sisters has been essential in preparing me well for the mentorship role."



Quotes from those who know us best!

FROM OUR MENTORS





"My son's mentor is top dog in my books."



"They are great friends and he really respects his mentor and looks forward to the time they spend together."



"She is learning a lot from her Big Sister and she seems to really enjoy their time together."



"There has definitely been improvements in her confidence and her overall behaviour."



"He is doing things he wouldn't get to do normally at home, but they're things that will be good for him to know as he grows up. He's learning things his Dad would have taught him."



"She has changed drastically since being matched with her mentor, it's been a pivotal point in her life. I've never seen a child so eager to get to school on a Monday!"



Quotes from those who know us best!

FROM OUR CAREGIVERS & WHĀNAU



Profit and Loss

Big Brothers Big Sisters of North Canterbury Trust Board For the year ended 30 June 2025

2025

Trading Income

Aotearoa Gaming Trust	25,000.00
Christchurch Casino Charitable Trust	1,000.00
COGS	5,714.40
Donations Received	7,600.34
Fundraising Events Inc - All	12,189.57
Fundraising General	1,288.70
Kiwi Gaming Foundation	10,000.00
Lotteries Community	40,000.00
Mauger Charitable Foundation	20,000.00
Other Revenue	7,178.70
Rātā Foundation	18,820.77
Rotary Club of Rangiora	3,000.00
Waimakariri District Council	5,560.00
Total Trading Income	157,352.48

Gross Profit

157,352.48

Other Income

Interest Income	3,747.99
Total Other Income	3,747.99

Operating Expenses

Accounting & Auditing	750.00
Advertising	1,612.31
Bank Fees	145.47
Board Expenses	434.96
Conference Expenses	219.19
Fundraising Events Exp - All	2,418.31
Fundraising General Expenses	100.41
General Expenses	502.13
Insurance	3,651.48
KiwiSaver Employer Contributions	2,402.87
Match Events	1,666.05
Match Expenses	1,290.49
Office Expenses	1,517.47
Post Box	243.48
Printing & Stationery	340.97
Salaries	92,048.56
School Based Cupboard Resource	158.83
Staff Development & Expenses	386.83
Subscriptions	893.54
Supervision - External	977.06

	2025
Telephone & Internet	1,547.14
Travel - Reimbursement	2,805.26
Volunteer Expenses	1,066.73
Volunteer Training Expenses	1,325.59
Total Operating Expenses	118,505.13
Net Profit	42,595.34

Performance Report

Entity Name

Big Brothers Big Sisters of North Canterbury

For the year ended

30/06/2024

FINANCIAL INFORMATION

Statement of financial performance

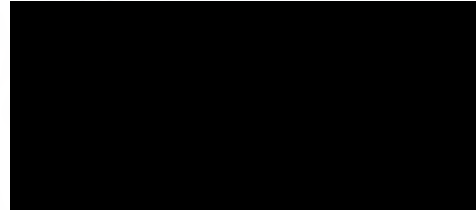
	Note	Current year \$	Last year \$
Revenue			
Donations, koha, bequests and other general fundraising activities		25,551	53,475
General grants	1	152,567	158,521
Government service delivery grants/contracts		-	1,200
Interest, dividends and other investment revenue		5,502	1,873
Total revenue		183,620	215,069
Expenses			
Expenses related to fundraising		8,056	15,479
Employee remuneration and other related expenses	2	136,574	115,792
Volunteer related expenses		1,469	4,616
Other expenses related to service delivery		19,491	19,488
Other expenses		2,433	4,904
Total expenses		168,023	160,279
Surplus/(Deficit) for the year		15,597	54,790

This performance report has been approved by those charged with governance.

Date



Date



Signature

Signature

Name

Name

Position

Position



Performance Report

Entity Name

Big Brothers Big Sisters of North Canterbury

For the year ended

30/06/2024

FINANCIAL INFORMATION

Statement of financial position

	Note	Current year \$	Last year \$
Assets			
Current assets			
Cash and short-term deposits	3	215,483	166,836
Debtors and prepayments		5,771	1,495
Total current assets		221,254	168,331
Non-current assets			
Property, plant and equipment	5	1,497	910
Total non-current assets		1,497	910
Total assets		222,751	169,241
Liabilities			
Current Liabilities			
Creditors and accrued expenses		2,595	2,104
Employee costs payable	4	7,984	9,194
Deferred revenue		65,714	27,082
Total current liabilities		76,293	38,380
Non-current liabilities			
Loans	4	-	-
Other non-current liabilities		-	-
Total non-current liabilities		-	-
Total Liabilities		76,293	38,380
Total assets less total liabilities (net assets)		146,458	130,861
Accumulated Funds			
Capital contributed by owners or members		-	-
Accumulated surpluses or (deficits)	6	146,458	130,861
Other reserves		-	-
Total Accumulated Funds		146,458	130,861



Performance Report

Entity Name

Big Brothers Big Sisters of North Canterbury

For the year ended

30/06/2024

FINANCIAL INFORMATION

Statement of cash flows

	Current year \$	Last year \$
Cash flows from operating activities		
Operating receipts (money deposited into the bank account)		
Donations, koha, bequests and other general fundraising activities	25,551	53,475
General grants	191,199	175,232
Government service delivery grants/contracts	-	1,200
Interest, dividends and other investment receipts	5,502	1,873
Total receipts	222,252	231,780
Less operating payments (money withdrawn from you bank account)		
Payments related to public fundraising	9,496	15,479
Employee remuneration and other related payments	137,784	119,997
Volunteer related payments	1,469	4,616
Other payments related to service delivery	21,788	32,883
Other payments	2,324	4,904
Total payments	172,861	177,879
Net cash flows from operating activities	49,391	53,901
Cash flows from other activities		
Cash was applied to:		
Payments to acquire property, plant and equipment	744	-
Net cash flows from other activities	- 744	-
Net increase/(decrease) in cash	48,647	53,901
Opening cash	166,836	112,935
Closing cash	215,483	166,836



What happens now?

Return your completed application form (with financial records and any supporting information which you believe is relevant to this application) by posting to Private Bag 1005, Rangiora 7440, New Zealand, or hand delivering to your local Service Centre, or emailing to: IM@wmk.govt.nz

What happens next?

- Your application will be processed and presented to the Board at the next appropriate meeting.
- Following the meeting a letter will be sent to notify you of the Board's decision and if successful an invoice and your organisation's bank account details will be requested. This information is required within 10 days of the Board decision.
- On receipt of this information payment will be processed to your organisation's bank account.

Groups applying for Board Discretionary Grants 2024/2025

Name of group: Clarkville Playcentre

Address: [REDACTED]

Contact person within organisation: [REDACTED]

Position within organisation: Co-Ordinator

Contact phone number: [REDACTED] Email: [REDACTED]

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

First Aid course for Parents.

What is the timeframe of the project/event date? 17 May

Overall cost of project/event: 1500.00 Amount requested: 750.00

How many people will directly benefit from this project? 12

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

People with disabilities (mental or physical) Cultural/ethnic minorities District

Preschool School/youth Adults Whole community/ward

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

Oxford-Ohoka 45% Rangiora-Ashley 10% Woodend-Sefton 0% Kaiapoi-Tuahiwi 45%

Other (please specify): _____

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

Our Parents will benefit not only playcentre but the whole community, schools, church groups, sports groups and the general public .

What is the benefit(s) to your organisation?

We will have more parents on session with first aid which helps meet our licensing agreement

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

There will be 12 more qualified people walking the streets/Sports grounds/Schools

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

If yes, name of parent group: Playcentre Aoteroa

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

Letter attached

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.

We are holding a wheel a thon to help support this first aid course as we feel it is extremely important

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

none

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

If yes, please supply details:

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

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

Some of our parents will pull out as the \$110+GST is too much to pull from their very tight budgets at the moment. The firm we have gone with is a lot cheaper than Red Cross and St Johns but still gives us the same qualifications.

Enclosed Financial Information (*compulsory – your application cannot be processed without financial statements*)

Bank Statement (*Bank Statements will remain confidential*)

Supporting costs, quotes or event budgets

Other supporting information

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

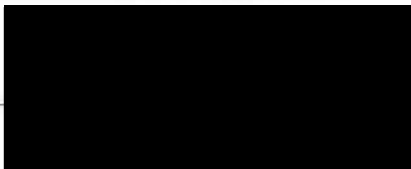
I declare that all details contained in this application form are true and correct to the best of my knowledge.

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

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

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

Signed: _____



Date: _____

20/3/25

Balance Sheet

Clarkville Playcentre As at 31 August 2024

31 AUG 2024

Assets

Bank

Simple Saver	3,261.11
Westpac 00	7,376.17
Total Bank	10,637.28

Fixed Assets

Computer Equipment	473.68
Furniture & Fittings	16,084.45
Less Accumulated Depreciation on Furniture & Fittings	(7,764.19)
Total Fixed Assets	8,793.94

Total Assets

19,431.22

Liabilities

Current Liabilities

Accounts Payable	3,132.56
Rounding	(2.88)
Suspense	(161.87)
Total Current Liabilities	2,967.81

Total Liabilities

2,967.81

Net Assets

16,463.41

Equity

Current Year Earnings	(6,133.95)
Retained Earnings	22,597.36
Total Equity	16,463.41

Profit and Loss

Clarkville Playcentre

For the year ended 31 August 2024

2024

Trading Income

Interest Income	160.04
Members Donations	715.00
Membership Fees	225.00
MoE ECE Funding Subsidy	24,904.20
Total Trading Income	26,004.24

Cost of Sales

Affiliation Levies on MoE Funding	12,452.10
Centre Admin - Other Expenses	1,744.78
Centre Admin - Xero subscription extras	276.00
Housekeeping - Cleaning products	70.98
Rent / Lease / MoE Occupancy Fee	600.00
Supervision - Wages for General Sessions	25,229.78
Utilities - Electricity / Gas	2,504.77
Utilities - Fire Safety checks/supplies	23.00
Total Cost of Sales	42,901.41

Gross Profit

(16,897.17)

Other Income

cheese roll fund	1,642.50
Fundraising 10	340.70
Fundraising lollies	106.42
Fundraising Receipts - Centre Hireage (incl SPACE Hireage)	310.00
Fundraising Receipts - Event 2	919.00
Fundraising Receipts - Event 3	721.70
Grant - Funding Body 1	500.00
Grant - Lotteries	1,995.00
Verkerks Limited Fundraising Receipts	1,100.00
Waimakariri d/c grant	469.00
Xmas raffle	3,659.00
Total Other Income	11,763.32

Operating Expenses

Depreciation	1,015.10
Other Expenses - Donations	(15.00)
Total Operating Expenses	1,000.10

Net Profit

(6,133.95)

Playcentre 

*Welcome to
our village*

Te Whānau Tupu Ngātahi o Aotearoa - Playcentre Aotearoa
National Service Centre
PO Box 57217
Paremata
Porirua 5247
www.playcentre.org.nz
askgrants@playcentre.org.nz

23 September 2024

To whom it may concern,

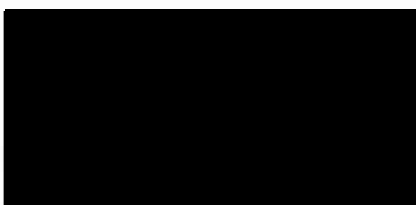
I am writing to confirm that Clarkville Playcentre operates using the Playcentre brand and should follow the Guiding Principles set out in the Trust Deed of Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa (Playcentre Aotearoa).

While Playcentres operate independently, Playcentre Aotearoa provides policies which each Playcentre should operate in accordance with. Playcentres provide financial results to Playcentre Aotearoa for collation into the audited Playcentre Aotearoa financial statements.

As the national umbrella organisation for Clarkville Playcentre, we support them in their grant application on the basis of the charitable objectives of Playcentre Aotearoa, which are achieved through the activities of individual Playcentres.

If a local Playcentre ceases to operate, the assets and liabilities may be taken over by Playcentre Aotearoa. While enforcement of this cannot be guaranteed, in the event of a grant needing to be repaid by a Playcentre which is no longer operating, Playcentre Aotearoa guarantees repayment of the grant.

On behalf of Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa:



Accounts Administrator - Grants
Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa

“Whānau tupu ngātahi – families growing together”





Rolleston
7614
021 454 206
www.sfatraining.nz
rob@sfatraining.nz
GST Reg N°: 57-958-596

SFA Training and Supplies

Estimate

For: Clarkville Playcentre
clarkville@playcentre.org.nz
9 Heywards Rd, Kaiapoi, 7692, New Zealand

Estimate No: 147
Date: 12/03/2025

Description	Quantity	Rate	Amount
First aid course	12	\$110.00	\$1,320.00
		Subtotal	\$1,320.00
		GST 15%	\$198.00
		Total	\$1,518.00

Total \$1,518.00

Spreadsheet Showing Kaiapoi-Tuahiwi Community Board Discretionary Grant for the 2023/24 Financial Year

	Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
Kaiapoi-Tuahiwi Community Board 10.136.100.2410			Carry forwards \$1,032 – Returned funds \$500				\$ 7,522.00
	17-Jul	Coastguard North Canterbury	towards upgrading the swift water rescue vessel		\$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 Patick's School	towards a bike and scooter track		\$500	Declined	\$ 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	18-Oct-24	\$1,000	\$750	\$ 3,838.73
	19-Feb	Northern Phoenix paddling club	towards go pro cameras	27-May-24	\$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	8-Jul-24	\$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	26-Sept-24	\$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	returning funds event cancelled		\$750	750

Spreadsheet Showing Kaiapoi-Tuahiwi Community Board Discretionary Grant for the 2024/2025 Financial Year

Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
		2024/25= \$8,600				\$ 8,600.00
15-Jul	Waimakariri United Football Club	Towards Bibs for Mainland competition teams		\$856	\$500	\$8,100
15-Jul	R13 Youth Development Trust	Towards Art Therapy supplies	30-Jan-25	\$600	\$600	\$7,500
15-Jul	Community Wellbeing North Canterbury Trust	Digital media screen for Karanga Mai Early Learning Centre		\$600	Declined	\$7,000
19-Aug	Allstars U18	Towards training camp	7-Apr-25	\$750	\$500	\$7,000
19-Aug	Oxford Community Trust	towards catering costs for Day Out event		\$750	Declined	\$7,000
19-Aug	Kaipoi Garden Club	towards costs of running Kaipoi Garden Competition	31-Jan-25	\$560	\$500	\$6,500
19-Sept	North Canterbury Inclusive Sports Festival	Host the festival at Mainpower		\$750	\$500	\$6,000
19-Sept	YDOT	Towards Funday & Adventure Race		\$918	\$517	\$5,483
21-Oct	Kaipoi Community Garden	Floor Covering		\$550	\$550	\$4,933
21-Oct	Pines Kairaki Beaches Association	Christmas Event		\$732	\$732	\$4,201
17-Feb	Waimakariri Outrigger Canoe Club	Purchase of paddles and lifejackets		\$1,000	\$500	\$3,701
17-Feb	Silverstream Reserve Volunteer Group and Down by the River	Donation for Musicians		\$750	\$500	\$3,201
17-Mar	The Chris Ruth Centre	Shade sail		\$1,000	\$500	\$2,701
17-Mar	Rely for Life North Canterbury	Relay for life event		\$500	\$500	\$2,201
14-Apr	Combined Probus Club of Kaipoi	Identification banners		\$442		
14-Apr	Clarkville Playcentre	First Aid Courses		\$750		
14-Apr	Big Brothers Big Sisters	New Office computer		\$1,000		

**Kaipoi-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. The more information you as a group can provide on the project and benefits to participants the better informed the Board is. You are welcome to include a cover letter as part of your application. The decision to grant funds is the sole discretion of the Board.

The Board cannot accept applications from individuals. All funding is paid to community-based project groups, non-profit community organisations, registered charities or incorporated societies. Council funding is publicly accountable therefore the Board needs to demonstrate to the community where funding is going and what it is being spent on.

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

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

Examples (but not limited to) of what the Board cannot fund:	Examples (but not limited to) of what the Board can fund:
✗ Wages	✓ New equipment/materials
✗ Debt servicing	✓ Toys/educational aids
✗ Payment for volunteers (including arrangements in kind 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	

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

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-26-08-06 / 250401056244

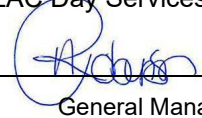
REPORT TO: Kaiapoi-Tuahwi Community Board

DATE OF MEETING: 14 April 2025

FROM: Thea Kunkel, Governance Team Leader

SUBJECT: ANZAC Day Services 2025

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


General Manager


Chief Executive

1 SUMMARY

The purpose of this report is to appoint the Kaiapoi-Tuahwi Community Board (the Board) representation to attend the 2025 Anzac Day services around the Kaiapoi-Tuahwi area and for the representative(s) to lay wreaths on behalf of the community.

2 RECOMMENDATION

THAT the Kaiapoi-Tuahwi Board:

- (a) **Receives** report No. 250401056244.
- (b) **Appoints** Board members.....,,, to attend the Kaiapoi Dawn Service to be held at 6.30am on Friday, 25 April 2025, at the Kaiapoi War Memorial at Raven Quay, and to lay a wreath. Noting that the wreath will be laid in conjunction with a Council representative.
- (c) **Appoints** Board members to attend the Kaiapoi Citizens' Anzac Day Service to be held at 10am on Friday, 25 April 2025, at the Kaiapoi Cenotaph (Trousselot Park), and to lay a wreath.

3 BACKGROUND

- 3.1 Anzac Day will be commemorated on Friday, 25 April 2025, and it is normal for a representative of the Community Boards to attend the services and lay wreaths on behalf of the community.
- 3.2 Representatives from the Community Boards will lay wreaths on behalf of the community at the Woodend, Kaiapoi Citizens, Oxford, and Rangiora services, which Councillors will also attend. Community Board representatives will also lay wreaths in conjunction with Council representatives at other Anzac Day services.

4 ISSUES AND OPTIONS

- 4.1 Three services will be held in the Waimakariri District on Thursday, 24 April 2025. The first will be at Ohoka Hall (Mill Road), followed by services at the Sefton Domain and the Woodend Community Centre.

- 4.2 All other services will be held on Friday, 25 April 2025, with the service in Rangiora taking place at the Rangiora Cenotaph. However, the Council and the Rangiora-Ashley Community Board will also be laying a wreath at the Wall of Remembrance at the Rangiora High School.
- 4.3 On Friday, 25 April 2025, the Kaiapoi Citizens' Service will be held at 10am at the Kaiapoi Cenotaph (Trousselot Park). However, members are also invited to the dawn service at 6.30am at the War Memorial at Raven Quay. Community participation will be welcomed at this service. A breakfast for 100 people will follow the dawn service at the Kaiapoi Club. This is a pre-ticketed event.
- 4.4 The primary service in Oxford will be held at the Oxford Cenotaph. A more intimate service will be held at the Cust Cenotaph, proceeding to the West Eyreton Memorial Gates for a wreath blessing and a community cuppa in the West Eyreton Hall.
- 4.5 The times of the services are:

Thursday 24 April 2025:	Ohoka Hall	11am
	Woodend War Memorial	6pm
	Sefton Domain Service	6pm
Friday 25 April 2025:	Dawn Parade – RSA Rangiora	6am
	Pegasus Dawn Service	6am
	Kaiapoi War Memorial Service	6.30am
	Oxford Cenotaph Service	9am
	Rangiora High School Service	9.30am
	Kaiapoi Citizens' Service	10am
	Cust Cenotaph Service	10am
	Fernside Service	10am
	Rangiora Cenotaph Service	11am
	West Eyreton Service	11.30am
	Loburn War Memorial – Striking of the Flag	2pm

- 4.6 **Implications for Community Wellbeing**
The commemoration of Anzac Day has been ingrained in New Zealand culture since 1916. Many community members attend parades and/or commemorative ceremonies to acknowledge the sacrifices made by New Zealand's armed forces.
- 4.7 The Management Team have reviewed this report and supports the recommendations.

5 **COMMUNITY VIEWS**

5.1 **Mana Whenua**

The Te Ngāi Tūāhuriri hapū may be affected by or have an interest in the subject matter of this report. Many Ngāi Tūāhuriri ancestors fought in both World Wars, and their legacy should be honoured.

5.2 **Groups and Organisations**

Staff assist the local RSA representatives with traffic management plans, advertising services, and service sheets.

5.3 Wider Community

The events will be advertised before the day (in local newspapers, on the Council web, and on Council Service Centre TV screens), outlining the time and place of ceremonies in the Waimakariri District. The community is most welcome and encouraged to attend one or more services.

The community expects Anzac Services to be held in the district. These are public events, and everyone is welcome to attend.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1 Financial Implications

The Council's Governance budget covers the costs for wreaths, advertising, traffic management, and service sheets, and funding is not sought from the Kaiapoi-Tuahiwi Community Board for these costs. The anticipated costs are as follows:

Traffic Management	\$13,500
Wreaths (18)	\$ 3,240
Staff Cost	\$ 1,500
Service Sheets	\$ 500
Total	\$18,740

The Council's Greenspace Team undertakes maintenance work at the various memorial sites prior to ANZAC Day to ensure the public areas are showcased at their best. However, this work is considered part of annual maintenance. The Council's Greenspace Team also makes provision for annual grants of \$4,000 to the various RSAs for miscellaneous costs of hosting the Anzac Day Services. The Council also covers the cost of \$3,785.80 for the hiring of a sound system to be used at the Kaiapoi War Memorial Service.

6.2 Sustainability and Climate Change Impacts

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

6.3 Risk Management

The adoption/implementation of the recommendations in this report does not involve risks. Traffic management plans have been implemented in conjunction with the RSAs.

6.4 Health and Safety

The local RSA, which will host the various services, will oversee all health and safety-related issues.

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.

7.4 Authorising Delegations

Not applicable.

KAIAPOI-TUAHIWI COMMUNITY BOARD**MEMBERS INFORMATION EXCHANGE***For the month of March 2025*

Member' Name: Philip Redmond

MEMBER'S DAIRY		DISCUSSION POINTS
<i>Date</i>	<i>Events members have attended</i>	<i>Community Feedback/Issues Raised</i>
5 March	ENC Networking; Lacedark Kaiapoi	Presentation by Simon Hart – well attended
6 March	Loburn War Memorial	Official opening very well attended
7 March	ARC Open Day, Goodall Lane Rangiora	Cara Gullick
9 March	Kaiapoi Fun Run/Walk	Great participation and successful event
	Swananoa School Fair	Huge attendance, 30,000 mentioned. Traffic congestion
10 March	Kaiapoi Library Mayoral Drop-in	Met with several residents to discuss concerns
	Rangiora Eastern Link	Met with affected resident with staff. Western route now preferred, designated route, less property owners involved.
12 March	Ronel's Cuppa at Pegasus	Always well attended
13 March	Waimakariri Access Group	Accessibility training, good presentations, practical training, staff and elected members
16 March	The Royal Commonwealth Society Canterbury	Commonwealth Day Luncheon. King's speech read and Queen's Essay Competition Award Winners presentation.
17 March	Royal Honours Afternoon Tea	Hosted by the Mayor
19 March	Biodiversity Workshop	MainPower Stadium – well attended
20 March	Draft Annual Plan Community Engagement	Rangiora – poor attendance
21 March	Volunteer Expo at Woodend Community Centre	Good number of exhibitors
24 March	Draft Annual Plan	No members of the community attended
25 March	North Canterbury Sport and Recreation Trust	Trust meeting
27 March	Pegasus Community Centre Mayoral Drop-in	Met with several residents
29 March	Oxford A&P Show	Supported local Board and ward members. Excellent day

Also attended council meeting, all committee, several drainage group meetings and resident meetings.