

# Agenda

## Kaiapoi-Tuahiwī Community Board

Monday 18 November 2024

4pm

Kaikanui Room  
Ruatanīwha Kaiapoi Civic Centre  
176 Williams Street, Kaiapoi

**Members:**

Jackie Watson (Chairperson)

Sandra Stewart (Deputy Chairperson)

Neville Atkinson

Tim Bartle

Al Blackie

Tracey Blair

Russell Keetley

## **AGENDA CONTENTS – KAIAPOI-TUAHIWI COMMUNITY BOARD MEETING**

<b><u>Item Number</u></b>	<b><u>Item Topic</u></b>	<b><u>Page numbers</u></b>
<b>3</b>	<b>Confirmation of Minutes</b>	
3.1	Minutes of 21 October 2024	9 – 22
3.2	Notes of Workshop – 21 October 2024	23 – 24
<b>4</b>	<b>Deputations</b>	
4.1	Water Access Issues at Murphy Park – Wood Blakely, Trudy Keys and Fionn Moore – St Margarets College Rowing	
4.2	Doll and Bear Show – Drucilla Kingi-Patterson	
<b>6</b>	<b>Staff Reports</b>	
6.1	Charles Street Dump Station Location	25 – 51
6.2	Kaiapoi Food Forest Trust – Request to use Capital Funding to Construct Approved Education Shelter	52 – 59
6.3	Kaiapoi North School/Moorcroft Reserve Fencing	60 – 80
6.4	Approval to consult on Play Space Concept Plan for the Kaiapoi Community Hub	81 – 89
<b>10</b>	<b>Members information Exchange</b>	
10.1	Brent Cairns	90
10.2	Philip Redmond	91 – 92

**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 18 NOVEMBER 2024 AT 4PM.**

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

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**BUSINESS**

PAGES

**1 APOLOGIES**

**2 CONFLICTS OF INTEREST**

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 21 October 2024**

RECOMMENDATION

9 – 22

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

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 21 October 2024, as a true and accurate record.

**3.2 Matters Arising (From Minutes)**

**3.3 Notes of the Kaiapoi-Tuahiwi Community Board Workshop – 21 October 2024**

RECOMMENDATION

23 – 24

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

- (a) **Receives** the circulated Notes of the Kaiapoi-Tuahiwi Community Board Workshop, held 21 October 2024, as a true and accurate record.

**4 DEPUTATIONS AND PRESENTATIONS**

**4.1 Water Access Issues at Murphy Park – Wood Blakely, Trudy Keys and Fionn Moore – St Margarets College Rowing**

W Blakely, T Keys and F Moore will be in attendance to discuss a proposal to build a pontoon to make safer access to the water at Murphy Park for all users.

**4.2 Doll and Bear Show – Drucilla Kingi-Patterson**

D Kingi-Patterson will be in attendance to discuss her hopes to have a Doll and Bear show in Kaiapoi.

**5 ADJOURNED BUSINESS**

Nil.

## 6 REPORTS

### 6.1 Charles Street Dump Station Location – Kieran Straw (Civil Projects Team Leader), Srinath Srinivasan (Project Engineer) and Duncan Roxborough (Strategic and Special Projects Manager)

RECOMMENDATION

25 – 51

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

- (a) **Receives** Report No. 240917158349.
- (b) **Approves** the upgrade of the Charles Street caravan dump station at the existing site.
- (c) **Approves** the scheme design of the Charles Street caravan dump station (Trim No. 241101190188).
- (d) **Notes** that the boat and trailer parking shown within the scheme plan is for illustrative purposes only and is just one of the options available for this project, which is not to be included within the scope of the dump station upgrade.
- (e) **Notes** that staff have consulted with the New Zealand Motor Caravan Association (NZMCA) and the NZMCA support the scheme design to upgrade this dump station (Trim No. 241107197181).
- (f) **Notes** that if the project goes ahead as planned, NZMCA has confirmed to contribute \$25,000 ex GST towards the installation costs, supply the two pre-cast units with fittings for free, and reimburse WDC's costs for all road/on-site signage as per Attachment iii, representing a total estimated value of approximately \$28,000 ex GST.
- (g) **Notes** that this project is to be funded from Car and boat trailer parking account (PJ 101542.000.5223) which has a budget of \$125,000, which combined with the NZMCA contribution gives a total available budget of \$150,000, which is considered sufficient to deliver this project, based on the Engineers Estimate of the proposed scheme design.

### 6.2 Kaiapoi Food Forest Trust – Request to use Capital Funding to Construct Approved Education Shelter – Chrissy Taylor-Claude (Parks Officer)

RECOMMENDATION

52 – 59

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

- (a) **Receives** Report No. 241105192567.
- (b) **Notes** that the Food Forest Trust has a capital grant fund allocated for the development of the Food Forest from Council. This fund is for the development of infrastructure on the site that contributes and supports their activities. This fund is held by Council and has a current balance of \$40,000.
- (c) **Notes** that after the \$40,000 has been spent, there is no further funding allocated to the Food Forest Trust through this budget.
- (d) **Approves** the Food Forest Trust to use up to \$40,000 of the capital grant fund for the construction of the approved education shelter and toilet as per page 2 of the December 2023 Kaiapoi Tuahiwi Community Board minutes (*attachment i*).
- (e) **Approves** in order to receive funding, the Food Forest Trust is to confirm in writing to the Kaiapoi Tuahiwi Community Board once they have the funds available to complete the project.
- (f) **Notes** that the total estimated cost for the shelter and toilet is \$240,000.

- (g) **Notes** that the Food Forest Trust are applying for funding for the shelter and toilet from Lottery Grants, hence why the recommendation is an up to amount. If the application is unsuccessful, the Trust would need to source alternative funding.
- (h) **Notes** that once funding is secured, it is expected the education shelter and toilet would be built in 3-4 months. At this time the Food Forest Trust will update the Community Board on the projects timeline and send communication to the wider community.
- (i) **Notes** that in December 2023, construction of an education shelter including a toilet at the Kaiapoi Food Forest was approved by the Kaiapoi Tuahiwi Community Board (Trim: 231211198296) and by Council in February 2024 (Trim: 240205016249).

6.3 **Kaiapoi North School/Moorcroft Reserve Fencing – Grant Stephens (Greenspace Design and Planning Team Leader)**

*RECOMMENDATION*

60 – 80

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

- (a) **Receives** Report No. 241106196861.
- (b) **Notes** the request from Kaiapoi North School for 1.8m high fencing to safely contain students prone to running away with little regard to their own safety.
- (c) **Notes** that consultation was carried out with the surrounding community on two options for the location of fencing with Option 1 being along the northern boundary between the school and Moorcroft Reserve and Option 2 being on the northern and eastern boundaries of Moorcroft Reserve – allowing full access to the reserve by the school.
- (d) **Notes** the results of this consultation within the attached Consultation Report (Trim: 241106196866) and that of the 22 respondents, 9 supported Option 1 and 13 supported Option 2 with qualitative feedback received and discussed within the body of this report.
- (e) **Notes** The MOE have committed to covering all costs associated with the construction and ongoing maintenance/replacement of the fence and that ownership of the fence would sit with MOE. If located in Option 2, this would likely require a Licence to Occupy.
- (f) **Approves** Option 1: A 1.8-meter-high fence along the northern boundary of the school with gates providing access from the school into Moorcroft Reserve.

**OR**

- (g) **Approves** Option 2: A 1.8-meter-high fence along the Northern and Eastern Boundaries of Moorcroft Reserve including gates to provide access into Moorcroft Reserve that the School will be responsible for ensuring are left open outside of school hours.
- (h) **Notes** that if Option 2 is approved, this is inconsistent with the outcomes of the Neighbourhood Reserves Management Plan due to impacts on accessibility for the wider community into the reserve.
- (i) **Approves** staff informing the Kaiapoi North School Board of Trustees of the outcomes of this decision regarding the location of fencing at Kaiapoi North School/Moorcroft Reserve
- (j) **Circulates** report to All Boards for information.

6.4 **Approval to consult on Play Space Concept Plan for the Kaiapoi Community Hub – Julie Mason (Landscape Architect)**

*RECOMMENDATION*

81 – 89

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

- (a) **Receives** Report No. 240913157321
- (b) **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 budgets.
- (c) **Notes** the playground at NCF relocation has already been approved by the Kaiapoi-Tuahiwi Community Board. Staff have assessed possible locations and believe the hub is the best location due to its proximity to residents, being more visible along with accessible.
- (d) **Notes** the current NCF playground equipment at the end of its useful life and needs to be decommissioned.
- (e) **Notes** the location within the Community Hub has been identified as the preferred location for a play space.
- (f) **Notes** a cost estimate has been undertaken on the Play Space Concept Plan which comes in within budget at \$386,595.00 and includes a 15% contingency fee.
- (g) **Approves** consultation with the Community Hub stakeholders and surrounding community within a 500m radius on the Community Hub Play Space Concept Plan (Appendix iii)
- (h) **Notes** that, following consultation a revised Community Hub Play Space Plan will be brought to the Board in early 2025 for consideration and seek approval for construction.
- (i) **Notes** the budget is set for the 2024/2025 financial year within the Long-Term Plan (LTP). The estimated project timeframe is for the Kaiapoi-Tuahiwi Community Board to approve staff to undertake consultation with the local community on the current concept plan in December 2024 with the intention of taking a revised concept plan meeting the community's consultation feedback in February 2025. Following this the tender process will be initiated and it is anticipated construction will start late May to early June, noting equipment specified is largely manufactured in the North Island. It is expected that 30% of the budget will be used within 2024/2025 financial year with the remaining 70% to be carried forward and completed within 2025/2026 financial year.

**7 CORRESPONDENCE**

Nil.

**8 CHAIRPERSON'S REPORT**

**8.1 Chairperson's Report for September 2024**

The Chairperson will provide a verbal update.

*RECOMMENDATION*

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

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

## 9 **MATTERS REFERRED FOR INFORMATION**

- 9.1 **Oxford-Ohoka Community Board Meeting Minutes 2 October 2024.**
- 9.2 **Woodend-Sefton Community Board Meeting Minutes 14 October 2024.**
- 9.3 **Rangiora-Ashley Community Board Meeting Minutes 9 October 2024.**
- 9.4 **Council Meeting Schedule from January to October 2025 – Report to Council Meeting 1 October 2024 – Circulates to all Boards.**
- 9.5 **Health, Safety and Wellbeing Report August 2024 – Report to Council Meeting 1 October 2024 – Circulates to all Boards.**
- 9.6 **Summary of Discretionary Grant Accountability 1 July 2023 to 30 June 2024 – Report to Oxford-Ohoka Community Board 2 October 2024 – Circulates to Woodend-Sefton, Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards**
- 9.7 **Summary of Discretionary Grant Accountability 1 July 2023 to 30 June 2024 – Report to Rangiora-Ashley Community Board 9 October 2024 – Circulates to Woodend-Sefton, Oxford-Ohoka and Kaiapoi-Tuahiwi Community Boards**
- 9.8 **Summary of Discretionary Grant Accountability 1 July 2023 to 30 June 2024 – Report to Woodend-Sefton Community Board 14 October 2024 – Circulates to Oxford-Ohoka, Rangiora-Ashley and Kaiapoi-Tuahiwi Community Boards**
- 9.9 **Amendment to Standing Orders – Report to Council Meeting 15 October 2024 – Circulates to all Boards.**
- 9.10 **July 2023 Flood Recovery Progress Update – Report to Utilities and Roding Committee 15 October 2024 – Circulates to all Boards**

### *RECOMMENDATION*

**THAT** the Kaiapoi-Tuahiwi Community Board

- (a) Receives the information in Items.9.1 to 9.10.

### **Note:**

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

## 10 **MEMBERS' INFORMATION EXCHANGE**

- 10.1 **Brent Cairns** 90 – 92
- 10.2 **Philip Redmond**

## 11 **CONSULTATION PROJECTS**

- 11.1 **Solutions to Waste**  
<https://letstalk.waimakariri.govt.nz/waste-matters>

## 12 **BOARD FUNDING UPDATE**

- 12.1 **Board Discretionary Grant**  
Balance as at 30 September 2024: \$4,201.
- 12.2 **General Landscaping Budget**  
Balance as at 30 September 2024: \$45,650.

**13 MEDIA ITEMS**

**14 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:

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

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

<b>Item No.</b>	<b>Subject</b>	<b>Reason for excluding the public</b>	<b>Grounds for excluding the public-</b>
14.1	Confirmation of Minutes 21 October 2024	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations) (s 7(2)(a, g and i)).

**15 QUESTIONS UNDER STANDING ORDERS**

**16 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 9 December 2024 at 4pm.

**Workshop**

- *Landscaping Budget – Tori Stableford (Landscape Architect) – 15 Minutes*
- *Charles Street Curb and Channel – Shane Binder (Senior Transportation Engineer), Kieran Straw (Civil Projects Team Leader) and Srinath Srinivasan (Graduate Engineer) – 20 Minutes*
- *Murphy Park – River Access – Isibea Clark (Project Manager) and Duncan Roxborough (Strategic and Special Projects Manager)*
- *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, 21 OCTOBER 2024, AT 4PM.**

**PRESENT**

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

**IN ATTENDANCE**

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

K LaValley (General Manager Planning, Regulation and Environment), S Allen (Water Environment Advisor), T Stableford (Landscape Architect), G Stephens (Design and Planning Team Leader), N Thenuwara (Policy Analyst), B Charlton (Environmental Services Manager), D Young (Senior Engineering Advisor), K Rabe (Governance Advisor) and A Connor (Governance Support Officer).

There were eight members of the public present.

**1 APOLOGIES**

Moved: J Watson

Seconded: A Blackie

**THAT** an apology for absence be received and sustained from T Blair.

**CARRIED**

**2 CONFLICTS OF INTEREST**

Item 6.4 – J Watson declared a conflict of interest as she was a Trustee of the Kaiapoi Community Garden.

**3 CONFIRMATION OF MINUTES**

**3.1 Minutes of the Kaiapoi-Tuahiwi Community Board – 16 September 2024**

Moved: J Watson

Seconded: T Bartle

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

- (a) **Confirms** the circulated Minutes of the Kaiapoi-Tuahiwi Community Board meeting, held 16 September 2024, 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 – 16 September 2024**

Moved: J Watson

Seconded: R Keetley

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

- (a) **Receives** the circulated Notes of the Kaiapoi-Tuahiwi Community Board Workshop, held 16 September 2024, as a true and accurate record.

**CARRIED**

## 4 **DEPUTATIONS AND PRESENTATIONS**

### 4.1 **Alwin G Heritage Trust – Neville Atkinson**

N Atkinson advised members the Trust had been renamed the Kaipuke Kaiapoi Heritage Trust to encompass all of the Kaiapoi River and projects the Trust may do in the future. He stated the plans for the scow were yet to be completed as the Trust did not want to do any work if the lease was not secured. The Trust was however investigating options to mitigate contaminants from the boat leaking into the stormwater systems and the river. They were hoping to provide the Board with a full set of plans in early 2025. The main goal was to have the boat at a standard where it could be moved into the river. It would not necessarily be sail ready after five years.

B Cairns asked if a storage facility would be put on the site. N Atkinson replied that would be part of the plan. Originally, they were going to use dressed 40 foot container however that may not currently be the plan. The current area of fenced land would be the maximum amount of space needed by the Trust.

J Watson questioned if this would be an expensive undertaking or if they were mostly relying on manpower of volunteers. N Atkinson confirmed people would be employed, and education programmes would be laid out. There was not a large amount of education opportunities available for building wooden boats. They would offer opportunities to have apprentice's visit and learn.

J Watson further sought information if funding was readily available to the Trust. N Atkinson reported it would be a hard task to fund as the project could cost upwards of \$2,000,000. The costs required would also be dictated by whether the boat sailed with passengers or was just a museum piece that was stationary on the water.

### 4.2 **Environment Canterbury Courtenay Floodgate Structure – Fred Brooks**

F Brooks informed the Board the Courtenay Stream was the historic south branch of the Waimakariri River and had significant changes to its course during its lifespan. The existing floodgate structure had various repairs made over the years and received significant damage during the earthquakes. There were currently three water level radars in place recording data over the last six months to help understand how the Kaiapoi River influenced the Courtenay Stream.

F Brooks further stated his aspiration for the Waimakariri/Eyre/Cust scheme was to rationalise all the large structures in the lower portions of the catchment as currently all the structures were different. In the Courtenay Stream flood gate system, several culverts had separated throughout the stopbank and all four culverts had various degrees of cracking. The current floodgate did not have sufficient fish passage accessibility, and the replacement would ensure ease of fish movement. Flood modelling showed that if the floodgate structure was removed or completely failed there would be a significant inundation of water throughout Kaiapoi. He reported ecological and geotechnical reports had been completed and the next step would be to receive resource consents from Environment Canterbury. Staff were ambitiously looking to construct in 2025 as the current structure was no longer fit for purpose and the works needed to be completed before winter. Environment Canterbury were also currently working through modelling to show water levels in the lake would not significantly change during the construction.

S Stewart asked if any water quality analysis was being completed. F Brooks replied this was not in the scope of this programme of works. Water quality samples were taken from the lake monthly however they were not continuously being taken.

N Atkinson questioned if modelling would show the effects of a rain event. F Brooks stated localised rain effects were not included in the modelling however heavy localised rain fall would not have as significant effect as the modelling showed.

N Atkinson then enquired how long the new structure would take to build. F Brooks informed the Board he hoped the construction would be completed within eight weeks.

A Blackie queried what the timeframe would be where there was no structure in place. F Brooks noted eight weeks was the conservative estimate however they would adjust the pumping to ensure levels in lake remained consistent.

In reply to a question from A Blackie, F Brooks stated this project would take priority over the Kairaki Stream floodgate. The Kairaki Stream floodgate was not in an active state of failure. There was funding to start works on the Kairaki Stream floodgate in the 2025/26 financial year. The design work from the Courtenay Stream could be transferred to the Kairaki Stream gates.

S Stewart sought what the cost of the project would be and the effect on the rating district. F Brooks informed the Board there was \$887,000 put aside which would not be sufficient to cover the cost of the entire project. They had fortunately attained funding for floodgate structure works which included the Courtenay Stream gates. To date approximately \$70,000 had been spent on Geotech investigations. There would be almost no effect on the rating district as the asset replacement reserve would be utilised.

P Redmond questioned if Environment Canterbury was aware the Council's Drainage Team were proposing drainage works on Kaikanui Stream. F Brooks answered he was not aware however would contact the Council's Drainage Team to discuss further.

#### 4.3 **Kaiapoi Community Garden – Kath Adams**

K Adams noted the Community Garden was small and were based at the Kaiapoi Bourgh School. They delivered a garden to table programme in partnership with the school and it was wonderful to see the children involved in gardening and cooking. Sitting around a table to eat the meal the children had created was a new experience for most, making for a broad educational value. The garden was 15 years old and had three different main purposes. One of those purposes was to bring those together who were socially isolated and allow them to participate in the upkeep of the garden. They had 10 to 12 volunteers who met on a Wednesday morning to share gardening skills and produce food. Their philosophy was you could take food if you took part in the care of the garden. She noted leftover food was mainly donated to Kaiapoi Community Services.

K Adams further explained the Kaiapoi Bourgh School Board of Trustees had donated the old dental clinic to the Community Garden. The flooring in the building had not been replaced since it was used by the dental service and needed a refresh. The Community Garden was dependent on the support of the community and appreciated all the support they received. The Garden was holding an Open Day on 3 November 2024.

Following a question from A Blackie, K Adams confirmed the floor would be overlaid not replaced.

## 5 **ADJOURNED BUSINESS**

Nil.

## 6 **REPORTS**

### 6.1 **Saline Incursions in the Kaiapoi and Ruataniwha Cam Rivers – S Allen (Water Environment Advisor)**

S Allen took the report as read and noted that the reed beds were recovering well since the September 2024 die back.

N Atkinson asked where the monitors for saltwater intrusion were located. S Allen responded Environment Canterbury had a salinity monitor at Mandeville Bridge. There was no constant monitoring anywhere else along the river.

N Atkinson further enquired how it could be confirmed saltwater was the reason for the die back if there was no constant monitoring. S Allen acknowledged it could not be unreservedly confirmed however, one recommendation from staff was for more modelling to be completed to provide a further understanding.

Following a question from N Atkinson, S Allen stated that after the earthquakes there were changes in the levels to the riverbeds which had not previously been monitored. The changes to the riverbeds resulted in areas falling being below sea level. This meant tidal fluctuation had the potential for saltwater to lie under freshwater in the lower areas of the riverbeds.

T Bartle queried if any other testing regimes were in place to investigate if any other toxins were present in the rivers. S Allen answered there was not currently any other testing in place. Staff were aware that Environment Canterbury had killed tree stumps along the riverbank however the amounts of poison used would not cause this amount of die back.

T Bartle further asked if the testing should be completed due to the scale of die back seen. S Allen noted any testing for herbicides would have to be very regular as herbicides broke down rapidly. This also meant any toxins previously present in the water would not be present currently. She believed that by asking the community and utilising their local knowledge would be an easier way to track what was happening rather than relying on testing. The annual herbicide report would be going to the Utilities and Roading Committee in December 2024.

N Atkinson questioned what other timelines and testing could be investigated to see faster and more efficient progress. S Allen stated the report was requesting Environment Canterbury to do further work on testing. Council did not have budget in current year, however staff could look at what kind of testing could be undertaken and what the cost would be.

P Redmond sought clarity on whether the salinity was a result from the sea or residue from sprays. S Allen answered it was likely from the sea. Sprays like glyphosate were usually diluted.

S Stewart asked if a modelling report was completed what timeframe and cost would be involved. K Simpson replied it would be part of the scope with Environment Canterbury which would ideally be in progress before the end of the year.

S Stewart asked if other data loggers for water quality results were available. Staff would follow up with Environment Canterbury.

Moved: N Atkinson

Seconded: S Stewart

N Atkinson requested recommendation (c) be moved separately.

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

- (a) **Receives** Report No. 240918159973.

*AND*

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

**THAT** the Council:

- (b) **Receives** Report No. 240918159973.
- (d) **Requests** for modelling to be led by Environment Canterbury to establish the key drivers of saline incursions in the Kaiapoi and Ruataniwha Cam Rivers, which incorporates tides, river flows and salinity data.
- (e) **Requests** that Environment Canterbury determine and employ methods to monitor water quality and aquatic ecology trends of the tidal section of the Kaiapoi River.
- (f) **Circulates** this report to the Waimakariri Water Zone Committee, at a WDC-Ngāi Tūāhuriri Rūnanga meeting, and to all the Rural Drainage Advisory Groups.
- (g) **Requests** staff to find out from Environment Canterbury what type of testing could be done, including costs and time frames, to deliver evidence of what is happening in the Kaiapoi River.

**CARRIED**

Moved: S Stewart

Seconded: A Blackie

- (c) **Notes** that the cause of the Kaiapoi and Ruataniwha Cam Rivers ecological dieback observed in 2024 is primarily due to increased salinity, with potentially also some effect from frosts.

A division was called with the following results:

**For:** A Blackie and S Stewart  
**Against:** N Atkinson, T Bartle, R Keetley and J Watson  
**Lost (4:2)**

N Atkinson stated it was evident there was a problem in the Kaiapoi River and it needed to be identified and resolved. Environment Canterbury held the responsibility for rivers, however the Board owed it to its community to advocate for them and to discover the cause of this dieback. He requested recommendation (c) be taken separately as there was no proof the cause of the dieback was from the increased salinity or from the recent hard frosts. Although the eventual result of the monitoring may not be the result hoped for it was still important to discover.

S Stewart endorsed the recommendations and agreed possible solutions needed to be outlined. She believed that the low flow in the Waimakariri were key factors in the increased salinity in the Kaiapoi River. She would also support further funds being put towards any urgent studies.

P Redmond supported the recommendations and felt it was important that all the Rural Drainage Advisory Boards were informed He felt it was important to remember if there was a simple fix it would have been found years ago and this was a long-standing complex problem.

N Atkinson noted it was up to Environment Canterbury to find the funds to fix this as they had responsibility over rivers. This was a river that flowed through a town and it needed to be treated as such.

6.2 **Request Approval of the Clarkville School Road Safety Improvements Scheme Design – P Daly (Road Safety Coordinator/Journey Planner) and J McBride (Roading and Transport Manager)**

The report was withdrawn until further engagement with the School had been carried out.

6.3 **Consultation of the Norman Kirk Park Play Space and Currie Park Play Space Concept Plans – T Stableford (Landscape Architect)**

T Stableford took the report as read and highlighted staff were seeking approval to go out for public consultation on the Norman Kirk Play Space Concept Plan, the Currie Park Play Space Concept Plan and the Norman Kirk events area location. The report was also seeking approval of a location for a future learn to ride bike park.

N Atkinson asked for the reasoning for removing the current play equipment at Currie Park. G Stephens explained the project was initiated after an AA Rating Process for all play equipment in the district was completed. Currie Park ranked high on the list as the equipment was reaching the end of its life and would soon become unsafe. Staff aimed to remove any equipment before it became unsafe. After the equipment was removed the level of service for the reserve needed to be reviewed. N Atkinson stated times were tough and if the equipment was not broken why spend funds to remove it. G Stephens noted while the play equipment was still safe to use it was worn to a point where it was costing more money operationally each year to maintain. It was also impossible to predict when the equipment would break.

B Cairns remembered that there were plans to locate the rugby league club rooms at Norman Kirk Park and wondered if these plans took account for that. G Stephens explained the plans for the future club rooms would be in line with the existing building and would not interfere with the proposed play space.

Following a question from B Cairns, T Stableford stated staff were aware softball utilised the space in Norman Kirk Park however there currently was no formal agreement. Staff were not aware that a set of goal posts had been removed to accommodate the softball pitch and would look into this. This report was only seeking approval to consult and within the consultation the softball club would be able to express their views.

P Redmond sought clarity on where users of the playground would come from. T Stableford replied that a more central space for all neighbourhoods surrounding the park had been sought, however the play area would also be used for families of athletes using the sports facilities.

P Redmond further asked if there would be power for the events space. T Stableford replied there would be power included in the events space however the exact location of the events space needed to be determined before installing power supplies.

N Atkinson observed the proposed events space was closest to the houses and he wondered if alternative spaces on the site could be suggested, given the noise issue. G Stephens answered they could propose two locations within the park for the consultation.

Moved: J Watson

Seconded: T Bartle

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

- (a) **Receives** Report No. TRIM 241002169723.
- (b) **Approves** public consultation of the Norman Kirk Park Play Space Concept Plan (TRIM 241002169730).
- (c) **Approves** public consultation of the Currie Park Play Space Concept Plan (TRIM 241003170602).
- (d) **Approves** public consultation of an events area shown on the Norman Kirk Location Plan. (TRIM 241002169726).
- (e) **Approves** the location for a future Learn to Ride, bike facility at Normal Kirk Park. Shown in the Norman Kirk Layout Plan. (TRIM 241002169726).
- (f) **Notes** that the location of a future Learn to Ride, bike park would not be included in the Norman Kirk Layout Plan for consultation.
- (g) **Notes** that \$300,000 is allocated to this project in Councils Long Term Plan, to be spent during the 2024 / 25 financial year. The allocation includes \$191,816 from the Play Safety/Surface Equipment Renewals budget and \$108,184 from the non-specified reserve enhancements budget.

**CARRIED**

J Watson felt it was good to see area used and was excited to progress the project.

T Bartle concurred and agreed it would be beneficial to propose two locations for the events space.

A Blackie supported going to consultation, he was apprehensive due to the economic climate however would like to see the outcome of consultation.

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

*Having previously declared a conflict of interest, J Watson stood back from the table and did not participate in the application's consideration. J Watson vacated the Chair in favour of S Stewart.*

K Rabe stated the Kaiapo Community Garden was seeking funding to install new flooring in their building as previously stated by K Adams.

Moved: T Bartle

Seconded: N Atkinson

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

- (a) **Receives** report No. 240909152910.
- (b) **Approves** a grant of \$550 to the Kaiapoi Community Garden for floor covering for the Garden's building.

**CARRIED**

T Bartle stated this was a good project for the community and was happy to support the Kaiapoi Community Garden in this way.

*J Watson returned to the table, and S Stewart vacated the chair in favour of J Watson.*

The Pines Kairaki Beaches Association was seeking funding for catering costs associated with its Christmas event. The application was non-complying as the Group had applied for the same event in previous years. The Group noted it was difficult to find funding for catering related costs as other funding streams would not cover catering costs.

Moved: J Watson

Seconded: A Blackie

- (c) **Approves** a grant of \$732 to the Pines Kairaki Beaches Association towards hosting a community Christmas event.

**CARRIED**

6.5 **Summary of Discretionary Grant Accountability 1 July 2023 to 30 June 2024 – K Rabe (Governance Advisor)**

K Rabe informed the Board this was an annual report to provide the Board with accountability from the community groups who received funding. She noted that in previous years it had been difficult to motivate Groups to fill in the accountability forms however due to a process change the majority of the forms had been returned for the previous financial year.

Moved: N Atkinson

Seconded: T Bartle

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

- (a) **Receives** Report No. 240827144222.
- (b) **Notes** that the \$7,522 allocated to the Board for the 2023/24 financial year and was fully distributed for events and projects within the community.
- (c) **Circulates** a copy of this report to all other Community Boards for information.

**CARRIED**

6.6 **2025 Kaiapoi-Tuahiwi Community Board's Meeting Schedule – K Rabe (Governance Advisor)**

Moved: J Watson

Seconded: T Bartle

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

- (a) **Receives** report No. 240906152353.
- (b) **Resolves** to hold Community Board meetings generally on the third Monday of the month at the Kāikanui Room, Ruataniwha Kaiapoi Civic Centre, commencing at 4pm, on the following dates:
- 17 February 2025
  - 17 March 2025
  - 14 April 2025
  - 19 May 2025
  - 16 June 2025
  - 21 July 2025
  - 18 August 2025
  - 15 September 2025

**CARRIED**



## 7 **CORRESPONDENCE**

### 7.1 **Long Term Plan Response Letter**

Trim: 240216022707.

### 7.2 **Pile of Dirt at 46 Main North Road – C Brown (General Manager Community and Recreation)**

Trim: 241001168929.

S Stewart felt the memo regarding the Pile of Dirt at 46 Main North Road was insufficient.

N Atkinson agreed and asked how it was known if there was any leachate seeping into the stream. K LaValley stated the leachate would remain stable as long as it was not exposed to air. It was also unknown if there was asbestos in the pile which would cause contamination if the dirt pile was disturbed.

Moved: J Watson

Seconded: R Keetley

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

- (a) **Receives** the correspondence.
- (b) **Requests** staff assess the approach to the pile of dirt and provide an update to the Board in 3 months.

**CARRIED**

## 8 **CHAIRPERSON'S REPORT**

### 8.1 **Chairperson's Report for September 2024**

Attended Inquiry by Design for parking management in Rangiora and Kaiapoi. Rangiora was in more need of intervention than Kaiapoi.

Met with the Harper family regarding the Kaiapoi Bridge balustrade.

The Waimakariri Public Arts Trust were working on a website design.

Attended the Kaiapoi Promotions Association meeting.

Moved: J Watson

Seconded: N Atkinson

**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 4 September 2024.

9.2 Woodend-Sefton Community Board Meeting Minutes 9 September 2024.

9.3 Rangiora-Ashley Community Board Meeting Minutes 11 September 2024.

9.4 Submission on the Draft Setting of Speed Limits Rule 2024 – Report to Council Meeting 3 September 2024 – Circulates to all Boards.

9.5 Submission on Making it Easier to Build Granny Flats – Report to Council Meeting 3 September 2024 – Circulates to all Boards.

9.6 Subdivision Contribution Programme for 2024/25 and Approval of Ellis Road Seal Extension – Report to Council Meeting 3 September 2024 – Circulates to all Boards.

9.7 Environment Canterbury Representation Review – Report to Council Meeting 3 September 2024 – Circulates to all Boards.

- 9.8 Review of the Briefing and Workshop Policy – Report to Council Meeting 3 September 2024 – Circulates to all Boards.
- 9.9 Health, Safety and Wellbeing Report August 2024 – Report to Council Meeting 3 September 2024 – Circulates to all Boards.
- 9.10 Annual Report on Dog Control 2023/24 – Report to District Planning and Regulation Committee 17 September 2024 – Circulates to all Boards.
- 9.11 Annual Report to the Alcohol Regulatory and Licensing Authority 2023/24 – Report to District Planning and Regulation Committee 17 September 2024 – Circulates to all Boards.
- 9.12 Libraries Update to 5 September 2024 – Report to Community and Recreation Committee 17 September 2024 – Circulates to all Boards.
- 9.13 Aquatics September 2024 Report – Report to Community and Recreation Committee 17 September 2024 – Circulates to all Boards.

Moved: J Watson

Seconded: A Blackie

**THAT** the Kaiapoi-Tuahiwi Community Board

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

**CARRIED**

## **10 MEMBERS' INFORMATION EXCHANGE**

### **R Keetley**

- Invited onto the Waimakariri Biodiversity Trust.

### **S Stewart**

- The Waimakariri Biodiversity Trust held an excellent event with Daikon where they were reestablishing a wetland.
- Was a member of the judging panel for the Biodiversity Awards and presented one of the awards at the Community Service Awards. Blessed with environmentalists doing great things in the district.
- Attended Huria Reserve planting day.
- Planning for the Kaiapoi Promotions Association carnival/concert underway.

### **B Cairns**

- Attended the Woodend School Fair – well organised and well attended.
- Parking Enquiry by Design – reviewed Kaiapoi and Rangiora parking. The need for change was in Rangiora at this stage.
- Attended Youth Council meeting – wonderful group of young people, who spoke about what they had achieved with their river clean ups.
- Attended Food Secure North Canterbury Meeting – lower volume of food coming from supermarkets, however supplies would be supplemented from the likes of Oxford Lions and Woodend Lions would also be helping.
- North Canterbury Neighbourhood Support – database provider was doing a large upgrade which would be of benefit to users.
- Darnley Club Annual General Meeting – a wonderful group dedicated to caring for the elderly daily.
- Attended the Kaiapoi Garden Club – had recently planted Ash Trees in front of Kaiapoi Fire Brigade.
- Attended Waimakariri Access Group Meeting – would be making a submission on Environment Canterbury Public Transport Plan. Were hoping to have Aspire attend an upcoming meeting with gadgets to make daily life easier for those with disabilities.

- Attended and donated a number of trees for the residents of Silverstream to plant along the river.
- Attended Down by the Rivers latest event which combined art and music at Eyreton Hall.
- Attended Rangiora Museum Meeting – Council was to employ a consultant that could help with storage.
- Attended Waiora Links event where Liz from Death Café spoke.
- Attended Big Brother Big Sisters fundraising event – was wonderfully run and made certain that everyone who attended donated.
- Attended an Enterprise North Canterbury and Ministry of Social Development (MSD) hosted event regarding employment. MSD was promoted as a vulnerable resource when it came to assisting employers and employees to connect and provide funding.
- Attended Springston Trophy – huge event with riders and supporters from all over the South Island. Was a great event for the district.
- Attended Community Networking meeting – Woodend looked like it would get a satellite doctors surgery. There were still emerging issues with people accessing health care and a lack of doctors. Higher levels of training for some nurses would fill the gaps.
- Budgeting services were under pressure with people coming to them with rent arrears, mortgage arrears and a number suffering under pressure from secondary loan providers.
- Citizens Advice Bureau had provided advice about legal and Government 119 times. Consumer related 666 times and family related 41 times in the last month.
- Oranga Tamariki had nationally lost 600 staff, locally they housed children from seven to 18 years. they were always looking for carers.
- Attended Repurpose Pals workshop – was a new business wanting to reduce waste to landfill.
- Attended North Canterbury Inclusive Sports Festival helping to take photos.
- Attended Batter Women's Trust fundraising event with his wife – the police in Canterbury received on average 37 calls per day from women needing to leave their homes.

### **P Redmond**

- The Northern Pegasus Bay Bylaw was adopted, and feedback received had been positive.
- The Ravenswood to Woodend path had been re-prioritised by Council and would be looked at through the Annual Plan process.
- Chief Executive review – Chaired by Stewart Mitchell.
- Water Zone Committee – received deputations regarding chlorination.
- Property Portfolio Working Group.
- Hom. Mark Mitchel, Minister of Police question and answer session.
- Speed Management Plans – new direction from Government received.
- Rooding Portfolio Update.
- Coldstream Tennis Club official opening. Had ten courts. President was Lawrence Smith.
- Parking Enquiry by Design – stakeholders present at MainPower Stadium.
- Rangiora Pottery Group Exhibition opening – Art on the Quay, was very well attended.
- Council Social Club at Winnie Bagoes.
- District Licensing Committee Hearing for Rangiora RSA special license.
- LGNZ Zoom – New Zealand Security Intelligence Service, awareness needed.
- Youth Council Meeting – excellent meeting with amazing young people.

- Morning tea for Bernie Power – recognition of service (Kings Service Medal).
- Adrienne Smiths Farewell – was very well attended by staff, she would be missed with over 21 years at the Council.
- Huria Mahinga Kai Planting Day.
- Attended YDOT funday event.
- Pegasus Civil Defence hub opening.

#### **T Bartle**

- Attended briefing on Kaiapoi Bridge Balustrade.
- Attended Youth Council meeting.
- Attended three Drainage Advisory Group meetings, budgets were looking good for all.
- North Canterbury Neighbourhood Support meeting. Issues with funding.
- Waimakariri Health Advisory Group meeting. Concerning issues raised regarding the state of the health care system. There were struggles with staff burnout. One issue raised was many five-year-olds were starting school still in nappies which overall effected learning.
- Attended Community Service awards.
- Attended Clarkville School 150-year anniversary.

#### **A Blackie**

- Road Reserves Bylaw hearing.
- Attended Clarkville School 150<sup>th</sup> anniversary.
- Northern Pegasus Bay Bylaw was approved by Council.
- Huria Reserve planting day, 40 people in attendance.
- Te Kohaka o Tuhaitara Trust were employing a Conservation Project Coordinator.
- Attended the Community Service Awards.
- Planter boxes on the stop bank were installed, brilliant.

#### **N Atkinson**

- Hearings completed for District Plan and was hoping the recommendation would go through to Council in early 2025.
- Southbrook School anniversary. 150 years old and still operated their original swimming pool.
- YDOT Funday, not as well attended as hoped.
- Inquiry by Design for town centre parking. Kaiapoi was in an okay position the main issue was disabled parking.
- Community Service Awards, very exceptional.

## **11 CONSULTATION PROJECTS**

### **11.1 Road Reserve Management**

<https://letstalk.waimakariri.govt.nz/road-reserve-management>

### **11.2 Solutions to Waste**

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

### **11.3 Welcoming Communities**

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

**12 BOARD FUNDING UPDATE****12.1 Board Discretionary Grant**

Balance as at 30 September 2024: \$5,483.

**12.2 General Landscaping Budget**

Balance as at 30 September 2024: \$45,650.

**13 MEDIA ITEMS****14 MATTERS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED**

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

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

Moved: J Watson

Seconded: A Blackie

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

(a) **Agrees** that the public be excluded from the following parts of the proceedings of this meeting:

14.1 Williams Street Bridge Balustrade Replacement Project Status and Approvals

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-
14.1	Williams Street Bridge Balustrade Replacement Project Status and Approvals	Good reason to withhold exists under section 7	To enable any local authority holding the information to carry on, without prejudice or disadvantage negotiations (including commercial and industrial negotiations) (s 7(2)(a, g and i)).

**CARRIED**

**CLOSED MEETING**

*The public excluded portion of the meeting commenced at 5.59pm and concluded at 6.10pm.*

**Resolution to resume in Open Meeting**

Moved: N Atkinson

Seconded: A Blackie

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

**CARRIED**

**OPEN MEETING**

**15 QUESTIONS UNDER STANDING ORDERS****16 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 18 November 2024 at 4pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 6.12PM

**CONFIRMED**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

**Workshop (6.12pm to 6.58pm)**

- *Animal Control Bylaw – Nadeesha Thenuwara (Policy Analys) and Billy Chalton (Environmental Services Manager) – 15 Minutes*
- *Kaiapoi Town Centre Parking Management Plan Project – Heike Downie (Strategy and Centres Team Leader), Don Young (Senior Engineering Advisor) and Shane Binder (Senior Transportation Engineer) – 30 Minutes*
- *Members Forum*

**NOTES OF A WORKSHOP OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, ON MONDAY 21 OCTOBER 2024 AT 6.12PM.**

**PRESENT**

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

**IN ATTENDANCE**

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

C Brown (General Manager Community and Recreation), D Young (Senior Engineering Advisor), B Charlton (Environmental Services Manager), N Thenuwara (Policy Analyst), K Rabe (Governance Advisor) and A Connor (Governance Support Officer).

There were no members of the public present.

**APOLOGIES**

Moved: J Watson

Seconded: A Blackie

**THAT** an apology for absence be received and sustained from T Blair.

**CARRIED**

1. **Animal Control Bylaw** – N Thenuwara (Policy Analyst) and B Charlton (Environmental Services Manager) Trim: 241011176293.

Key points:

- Relied on the Resource Management Act to deal with noise complaints from animals, this was proving to not be effective and did not regulate noise from animals.
- No regulations for number of animals kept in residential properties.
- Staff recommend an educational approach be taken towards cats due to a small number of complaints received. Bylaw rules in relation to cats would have large implementation costs.

Questions/Issues:

- *Were complaints dropping?*  
They were not increasing or decreasing.
- *How willing were people to deal with noise complaints made against their animals?*  
Most people would not willingly make any changes to their or their animals' behaviour.
- *What would the potential cost be to implement a bylaw?*  
Staff were yet to investigate as needed to understand if there was a public need.
- *Was there a risk of not having the capacity to deal with added bylaw?*  
Complaints were being received without a bylaw in place and it was not expected to add large numbers of work.

2. **Kaiapoi Town Centre Parking Management Plan Project** –D Young (Senior Engineering Advisor) Trim: 241007172886.

Key Points:

- Business owners did not believe there was a perceived problem with parking in Kaiapoi.
- Were some localised concerns within the area.
- Need to recognise the towns were growing and you could not always expect a park directly outside the business you are visiting.

Questions/Issues:

- *Retail community was hurting and needed to ensure easy access to business was maintained.*
- *Kaiapoi seems to have several vacancies in the town centre and did they not want to deter vendors from occupying the retail space.*
- *Parking peaked on Thursdays and weekends.  
Did not design parking for peak times.*
- *Cycle parking was needed.*

**3. MEMBERS FORUM**

THERE BEING NO FURTHER BUSINESS THE WORKSHOP CONCLUDED AT 6.58PM.



**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** RDG-32-03 / 240917158349


**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD


**DATE OF MEETING:** 18 November 2024

**AUTHOR(S):** Kieran Straw – Civil Projects Team Leader  
Srinath Srinivasan – Project Engineer  
Ducan Roxborough – Strategic and Special Projects Manager

**SUBJECT:** Charles Street Dump Station Location

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

  
General Manager

  
Chief Executive

**1. SUMMARY**

- 1.1. This report is seeking the Kaiapoi-Tuahiwi Community Board approval on the following:
- 1.1.1. Kaiapoi Caravan Dump Station site
  - 1.1.2. Kaiapoi Caravan Dump Station Scheme Design
- 1.2. Staff have assessed multiple alternative sites and workshopped these with the Board on 16<sup>th</sup> September. The outcome of the workshop indicated that the upgrade of the existing site is the preferred option.

**Attachments:**

- i. KTCB Presentation on Dump Station Location Options (Trim No. 240909153123 (V02))
- ii. Charles Street Dump Station Scheme Layout (Trim No. 241101190188)
- iii. Charles Street Kaiapoi (NZMCA Approval on Scheme Design & Confirmation on Financial Contribution) (Trim No. 241107197181)

**2. RECOMMENDATION**

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

- (a) **Receives** Report No. 240917158349.
- (b) **Approves** the upgrade of the Charles Street caravan dump station at the existing site.
- (c) **Approves** the scheme design of the Charles Street caravan dump station (Trim No. 241101190188).
- (d) **Notes** that the boat and trailer parking shown within the scheme plan is for illustrative purposes only and is just one of the options available for this project, which is not to be included within the scope of the dump station upgrade.
- (e) **Notes** that staff have consulted with the New Zealand Motor Caravan Association (NZMCA) and the NZMCA support the scheme design to upgrade this dump station (Trim No. 241107197181).

- (f) **Notes** that if the project goes ahead as planned, NZMCA has confirmed to contribute \$25,000 ex GST towards the installation costs, supply the two pre-cast units with fittings for free, and reimburse WDC's costs for all road/on-site signage as per Attachment iii, representing a total estimated value of approximately \$28,000 ex GST.
- (g) **Notes** that this project is to be funded from Car and boat trailer parking account (PJ 101542.000.5223) which has a budget of \$125,000, which combined with the NZMCA contribution gives a total available budget of \$150,000, which is considered sufficient to deliver this project, based on the Engineers Estimate of the proposed scheme design.

### 3. **BACKGROUND**

- 3.1. Dump stations are small facilities specifically designed to collect and safely dispose of grey and black wastewater from recreational vehicles, e.g. motorhomes, caravans, and boats. Hundreds of dump stations are located throughout New Zealand in public areas and at commercial campgrounds. These facilities are typically built in accordance with NZ Standard 5465:2001.
- 3.2. The Charles Street caravan dump station is very heavily used by members of the public. Anecdotally this is one of the most heavily used dump stations nationally. The recent development of the New Zealand Motor Caravan Association (NZMCA) park on the adjacent block has also increased the usage of the dump station.
- 3.3. There are a number of safety issues with the existing dump station, which were discussed within report 240723120608 presented to Council in August. Council approved the recommendations within this report, however amended recommendation (d) to include "and investigates other sites that may be available for a dump station in Kaiapoi and consults the Kaiapoi Tuahiwi Community Board as part of this exercise."
- 3.4. Report 240723120608 was presented to Council on 6th August 2024. This report sought to remove the budget for the Car and Boat Trailer Parking (adjacent to the existing dump station site) and approve a new budget for the purposes of upgrading the Dump Station. This report was approved, however recommendation (d) of the resolution was amended to require consultation with the Board in regard to possible alternative locations for the dump station.
- 3.5. A Workshop was held with the Board on 16 September 2024, in which the alternative location discussed were as below.
- Eastern Charles Street
  - Feldwick Drive
  - Kaiapoi Community Hub
  - Rich Street / Hilton Street
  - Smith Street
  - Doubledays Road
  - Kaiapoi Lakes

The presentation is Attachment i of this report, with the Board providing clear guidance to staff that retaining the existing location is the preferred option.

### 4. **ISSUES AND OPTIONS**

- 4.1. Therefore the options available to the Board are:

#### 4.1.1. Option One

Approve the recommendations of this report and authorise staff to proceed with the detailed design of the upgraded dump station, to remain at the existing location on Charles Street.

This option is the recommended option as it has many benefits over alternative sites including:

- Proximity to Kaiapoi Town Centre
- Ensures dump station is accessible to boats with on-board cassette toilets
- Is within walking distance of the Motorhome Carvan Association site on Jones Street (allowing members to walk their cassettes to the dump station without the need to pack up their site)
- Has no additional consenting costs
- Has existing services to the site

To mitigate concerns regarding the use of the reserve for a Motorhome dump station, staff have included additional landscaping to help improve the amenity of the site.

To mitigate concerns regarding the proposed future boat and trailer parking clashing with the dump station, staff have shown a draft car-park layout to demonstrate how the two projects could co-exist.

#### 4.1.2. Option Two

Decline the recommendations within this report and instruct staff to further investigate the option of installing the dump station at either the Kaiapoi Community Hub, or the South MUBA sites.

This option is not recommended as installing a new dump station at these sites will incur substantial additional cost due to consenting, consulting and service connections.

No alternative site provided provision for the owners of boats with on-board cassette toilets.

#### 4.2. Implications for Community Wellbeing

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

The Local Government Act 2002 and Section 23 of the Health Act 1956 require local authorities to improve, promote, and protect public health. Local authorities must assess the need for sanitary services to protect public health from indiscriminate waste disposal.

#### 4.3. 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 NZMCA have interest in this project, and have provided the following feedback:

- Their preference is for the dump station to remain in the current location

- Their members often wheel their waste tanks to this dump station by hand to avoid the need to pack up their site.
- While they have some partnerships with McKeowns and NPD fuel stations, they are privately owned, and physical access can be an issue

They have been provided a copy of this scheme design for their comment and support the proposed 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, however it is not considered necessary to consult the wider community on the changes.

## 6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

### 6.1. **Financial Implications**

There are financial implications of the decisions sought by this report, with the following budgets being available for the project(s):

Car and boat trailer parking (PJ 101542.000.5223) has a budget of \$125,000 along with \$25,000 from NZMCA financial contribution, adding to a total of \$150,000.

The cost estimate for this project is \$111,000 (including PDU fees) and

There is sufficient budget for this project to proceed.

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

### 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.

Physical works risks will be managed within the construction contracts.

## 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 and the Health Act 1956 are relevant to this report.

### 7.3. **Consistency with Community Outcomes**

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

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.
- Council commits to promoting health and wellbeing and minimizing the risk of social harm to its communities.

Environmental

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

- The natural and built environment in which people live is clean, healthy and safe.
- Our communities are able to access and enjoy natural areas and public spaces.

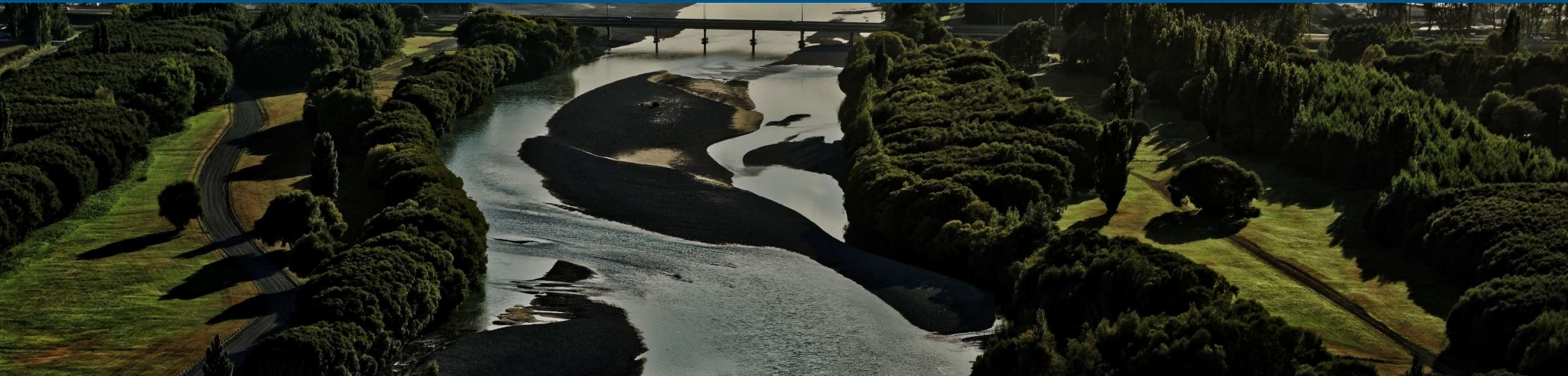
#### 7.4. **Authorising Delegations**

As per Part 3 of the WDC *Delegations Manual*, the Community Board has the delegated authority to approve the location for the dump station, and the associated scheme design.



# Kaiapoi Motorhome Dump-station Options

16 September 2024



## Background

- Last presented to KTCB in October 2023 regarding Charles St Dump Station and Car and Boat Trailer Parking
- Council Report August 2024 - to reassign budgets:
  - Boat Trailer parking pushed out / removed
  - Dump Station - \$125k this year
  - Noted possible funding share from NZMCA
  - Requested review of alternative locations





# Background

- Specifically designed to collect and safely dispose of grey and black wastewater from recreational vehicles, e.g. motorhomes, caravans, and boats.
- The Charles Street caravan dump station is very heavily used by members of the public.
- One of two in the Kaiapoi Town Centre, with the other located at McKeowns on Smith Street.
- The existing layout has a number of issues, including:
  - ❖ Users needing to queue during times of heavy use
  - ❖ Users Occupying the “live” traffic lane whilst using the dump station
  - ❖ Hygiene risks due to the design of the existing inlet structure
  - ❖ No standby capacity
  - ❖ Layout only allows for one vehicle to use at a time (unless a second parks illegally within the live traffic lane.)



## Objectives / Outcomes

- Provide a safe and hygienic location for Caravans, Motorhomes, and boat owners to discharge blackwater and grey water waste tanks
- Provide potable water supply
- Encourage users into the Kaiapoi Town Centre
- Minimise impact on adjacent neighbours / stakeholders
- Must be accessible to the public (i.e NOT within the Motor Caravan Association site nearby that is exclusive to their members)

## Existing Location

The existing location is within a Recreation Reserve, on the banks of the Kaiapoi River. This location has the following advantages:

- Within walking distance to users based at the Motorhome park on Jones Street
- Within walking distance to users based upon the river
- Brings out of town visitors to into the Kaiapoi Town Centre
- Has all required consents
- Has all required existing services

Consideration is being given to seek alternative locations for the following reasons:

- Land on the riverbank could be better utilised
- The site is adjacent to a future boat trailer parking area

# Alternative Locations Considered

- **Eastern Charles Street**
- **Feldwick Drive**
- **Kaiapoi Community Hub**
- **Rich Street / Hilton Street**
- **Smith Street**
- **Doubledays Road**
- **Kaiapoi Lakes**



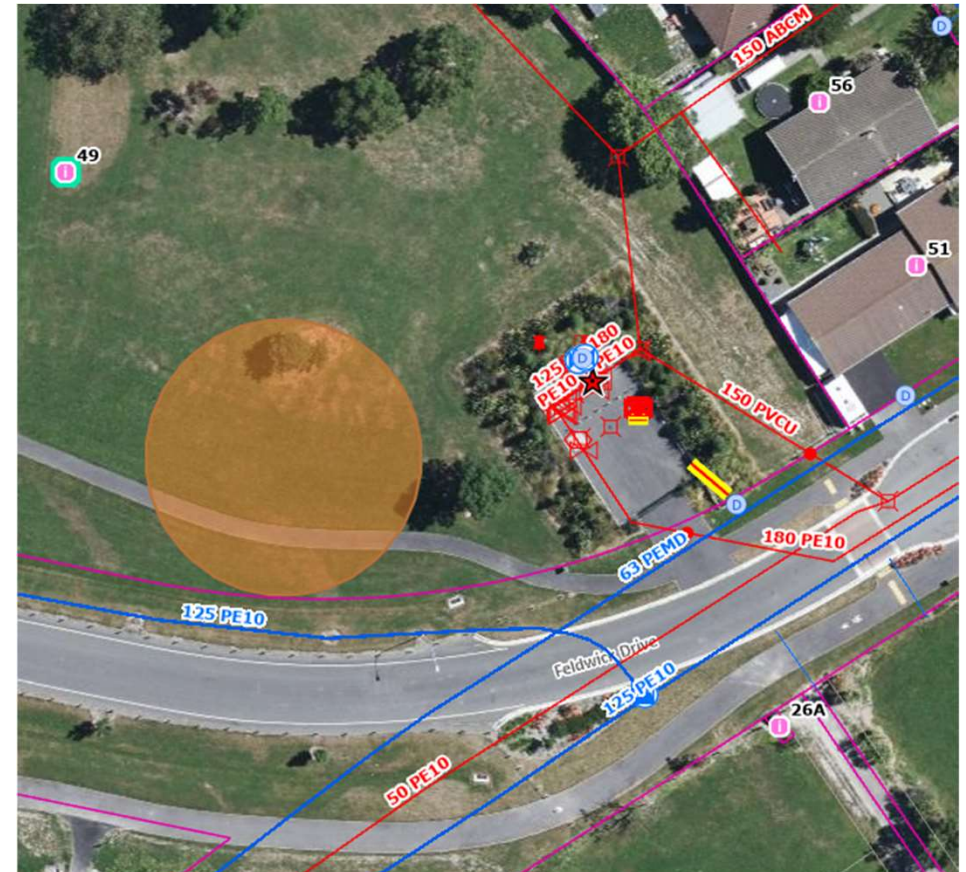
# Eastern Charles Street

- This site has no wastewater service available.
- This site has no water service available.
- Staff have discussed connections to Sewer Rising Mains, and these will not be permitted.
- There is no services available at any location on Charles Street, east of the existing site.



# Feldwick Drive

- Any site within Feldwick Drive would need to be located within Gray Cres Reserve to avoid neighbouring residential properties
- Location adjacent to existing pump station provides access to both water and wastewater services
- Potential conflicts with large vehicles and young children accessing the sport fields on southern side of Feldwick Drive





# Kaiapoi Community Hub

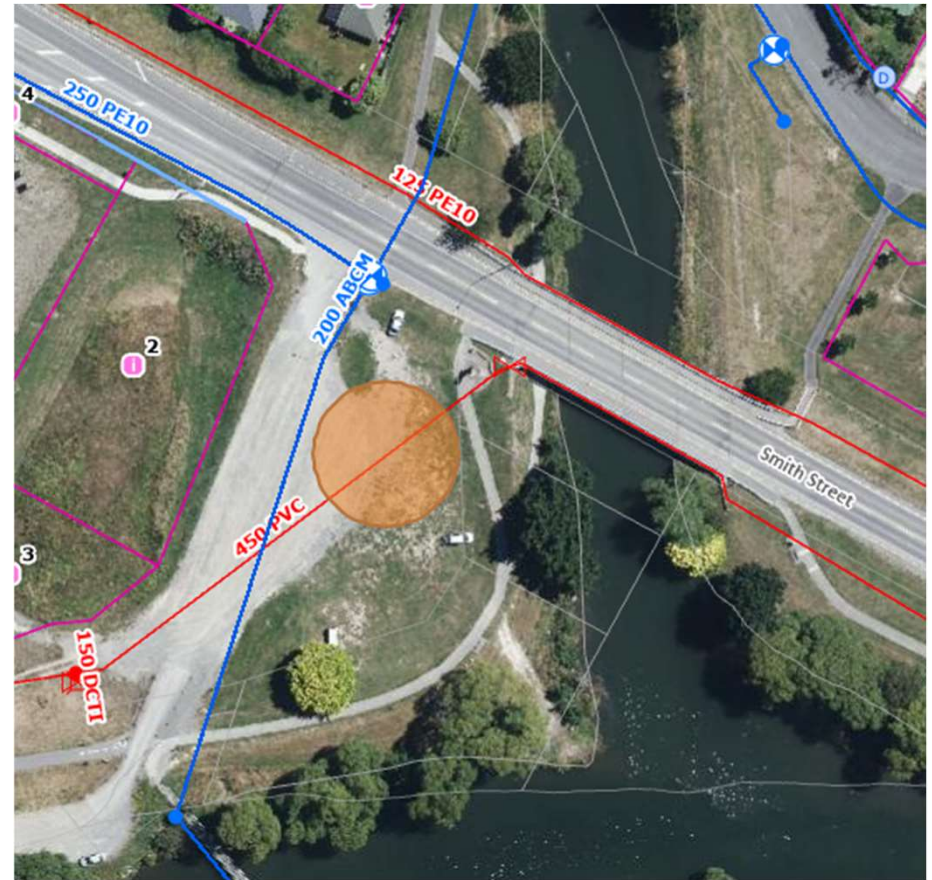
- Community Hub Master Plan approval and consultation did not include provision for motorhome dump station.
- Site however could accommodate space needed for a dump station.
- Both water and wastewater services available.
- Site shown on plan avoids all previously approved assets within the site.





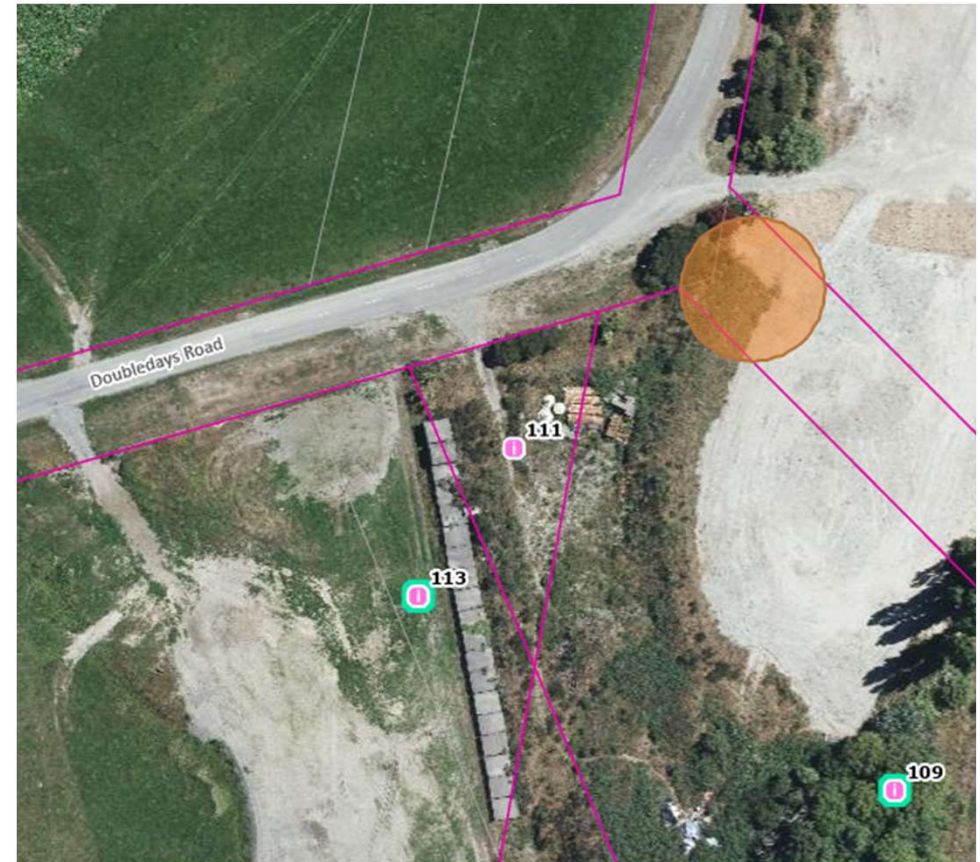
# Smith Street

- This site has no wastewater service available.
- Staff have discussed connections to Sewer Rising Mains, and these will not be permitted.
- Located within Ecan-owned parcel of land
- Located 120m from an existing motorhome dump-station at the McKeown fuel station



# Doubledays Road

- Location considered due to proximity to existing camping ground.
- Riverlands does have its own existing dump-station.
- No WDC owned water or wastewater services available.
- Poor connectivity to Kaiapoi Town Centre.



# Kaiapoi Lakes

- **Water and wastewater services available.**
- **Located adjacent to a popular recreational reserve.**
- **In close proximity to culturally significant land and Urupa.**
- **Poor connectivity to Kaiapoi Town Centre.**
- **Close proximity to Pineacres Holiday Park**



# Mult-Criteria Analysis

Criteria	Options Considered															
	Upgrade Existing Site		Eastern Charles St		Feldwick Drive		Community Hub		Rich Street / Hilton Street		Hakarau Road / Smith Street		Double Days Road		Kaiapoi Lakes	
	Score	Comment	Score	Comment	Score	Comment	Score	Comment	Score	Comment	Score	Comment	Score	Comment	Score	Comment
Services	2	Existing services present	-2	No potable water services east of the current site. Sewer serviced by pressure rising main also.	1.5	Site adjacent to pump station could be utilised to ensure services are available	1.5	Site adjacent to pump station could be utilised to ensure services are available	1.5	Site adjacent to pump station could be utilised to ensure services are available	-2	No nearby sewer available, and cannot connect into rising main	-2	No Council services available nearby	1.5	Both water and wastewater services available
Connectivity to Town Centre	2	Good connectivity to town centre. Ample parking nearby to allow motorhome to be parked up, and walk to town centre	0	Site requires travel through town centre, but people less likely to stop again once travelling back through	0	Site requires travel through town centre, but people less likely to stop again once travelling back through	0	Site requires travel through town centre, but people less likely to stop again once travelling back through	1.5	Good connectivity to town centre. Ample parking nearby to allow motorhome to be parked up, and walk to town centre. Slightly further distance from current site	-2	Provides no incentive for users to stop in at the Kaiapoi town centre	-2	Some distance from town centre, and on incentive to park and explore Kaiapoi	-2	Some distance from town centre, and on incentive to park and explore Kaiapoi
Impact on Adjacent Stakeholders	2	No change to existing site	1	No residents of nearby businesses, however land parcel is owned by "Various" - requiring additional approvals from land owners	-1	Access road for residential area, will see increase in large motorhomes using Gray Crescent to turn around	0	Access via residential area, but otherwise low impact. Large risk residents will object as this was not consulted on as part of community hub project.	-1	Location opposite residential housing and in close proximity to nearby primary school	-2	Two land parcels owned by WDC are within the stormwater reserve, so facility would need to be constructed on Ecan property	2	No nearby neighbours, except for Riverlands Park	0	Popular recreational area, may not be supported by local residents
Consistency with land use	1	No change to existing site, and allows users from nearby campsite to walk to dumpsite with cassette. However this site is riverfront land adjacent to town centre & may be better utilised	1.5	Very similar as existing site, but further from town centre	-2	Predominately residential with adjacent sport fields and reserves	1.5	Short length of residential zone to pass through, but generally fits well	0	May adversely impact on future plans for the red zone	1.5	Activity consistent with area. A second dump station is located on Hakarau Rd approximately 120m away	0	Located within Ecan gravel extraction area to avoid land purchase	1	Could compliment possible future development of Kaiapoi Lakes if freedom camping was supported in the area
Cultural Consideration	2	No change to existing site	2	Similar to existing site	2	Unlikely to have any cultural concerns	0	In close proximity to the Mahinga Kai site.	1	Close proximity to the Dudley Drain, so would need cultural considerations	2	Unlikely to have any cultural concerns	2	Unlikely to have any cultural concerns	-1	In close proximity to Urupa
Ease of access for large vehicles	1.5	Required to navigate Kaiapoi Town Centre to gain access	1.5	Required to navigate Kaiapoi Town Centre to gain access	-1	During events at the sport field, large vehicles need to negotiate heavily parked streets with high numbers of pedestrians	1.5	No issues expected	1	High number of school pedestrians at school times, otherwise good access	1	Access may be hampered at time of school pick up and drop off as this area is used as a pick-up / drop off park for the nearby school	2	No issues expected	2	No issues expected
Sub-Total	1.8		0.7		-0.1		0.8		0.7		-0.3		0.3		0.3	
Costs	2	Lower cost due to being able to utilise existing services and wet-well and no consenting requirements	-2	Significant costs to install services, consenting costs	1	Lower cost to install services however still requires additional design, consultation and consenting costs	1.5	Lower cost to install services however still requires additional design, consultation and consenting costs	1.5	Lower cost to install services however still requires additional design, consultation and consenting costs	-2	Significant costs to install services, consenting costs	-2	Significant costs to install services, consenting costs	1.5	Lower cost to install services however still requires additional design, consultation and consenting costs
TOTAL	1.8		0.3		0.1		0.9		0.8		-0.5		0.0		0.4	

# Summary

- Neither the Eastern Charles Street, or the Smith Street site are feasible due to location of Rising Mains.
- A location at the Kaiapoi Community Hub, or the South MUBA are the two highest scoring sites (excluding the existing site)
- Existing site scores the highest, even when cost of services are removed from consideration.
- If existing site is retained, should “aesthetics in design” be given greater consideration, with enhanced landscaping included within the design.
- Existing site meets all objectives required and has the added bonus of being available to users on the river that have cassette toilets on board their boats.

# Questions



LEGEND

- **W** --- EXISTING WATER
- **S** --- EXISTING SEWER
- **SW** --- EXISTING STORMWATER
- --- EXISTING FIBRE
- --- POTABLE WATER SUPPLY
- --- NON POTABLE WATER SUPPLY
- NEW GARDEN BED
- UNDERCUT & CONSTRUCT ROAD PAVEMENT WITH 50mm AC14



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	SS	KS	---	31/10/2024

SURVEYED	SS	24/09/2024	PROJECT No	PD002119
DRAWN	SS	23/10/2024	CON No	CON20XXXX
DRAWING CHKD	KS	31/10/2024	SCALE (A3)	1:500
DESIGNED	SS	24/10/2024	DATUM ORIGIN	
DESIGNED CHKD	KS	---/2020	HORIZONTAL	NZTM GD2000
APPROVED	DR	---/2020	VERTICAL	NZVD 2016



PROJECT  
**CARAVAN DUMP STATION UPGRADES**

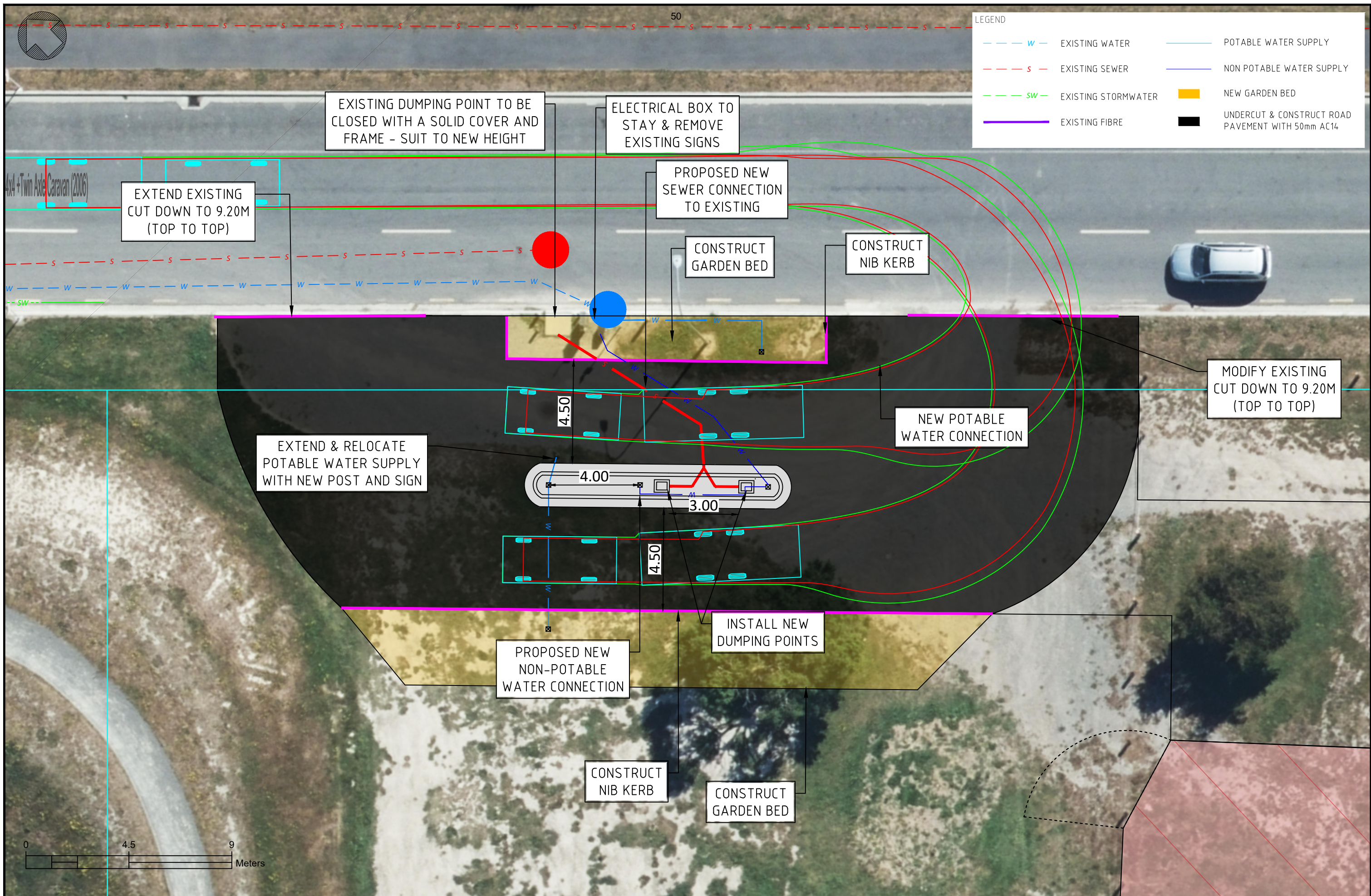
SHEET TITLE  
**CHARLES STREET (KAIAPOI) - OVERVIEW**

**FOR APPROVAL**  
NOT FOR CONSTRUCTION

DRAWING  
**4547**

SHEET  
1

REVISION  
A



LEGEND			
	EXISTING WATER		POTABLE WATER SUPPLY
	EXISTING SEWER		NON POTABLE WATER SUPPLY
	EXISTING STORMWATER		NEW GARDEN BED
	EXISTING FIBRE		UNDERCUT & CONSTRUCT ROAD PAVEMENT WITH 50mm AC14

REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	SS	KS	---	31/10/2024


SURVEYED	SS	24/09/2024	PROJECT No	PD002119
DRAWN	SS	23/10/2024	CON No	CONXXX
DRAWING CHKD	KS	31/10/2024	SCALE (A3)	1:150
DESIGNED	SS	24/10/2024	DATUM ORIGIN	
DESIGNED CHKD	KS	--/--/2020	HORIZONTAL	NZTM GD2000
APPROVED	JM	--/--/2020	VERTICAL	NZVD 2016



PROJECT	CARAVAN DUMP STATION UPGRADES
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SHEET TITLE	CHARLES STREET SCHEME DESIGN
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<b>FOR APPROVAL</b> NOT FOR CONSTRUCTION	
DRAWING	4547
SHEET	REVISION
2	A

 You replied to this message on 6/11/2024 3:45 PM.

51



Charles Street Kaiapoi - Caravan Dump Station Upgrades.PDF  
4 MB

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

Hi Srinath,

Our local team support WDC's scheme design, thank you.

If it's possible to extend the distance between the two dump points that may improve the user experience (think two people emptying their cassette tanks at the same time) otherwise 2m is not a major issue.

If the project goes ahead as planned, the NZMCA will contribute \$25,000 plus GST towards the installation costs, supply the two pre-cast units with fittings for free, and reimburse WDC's costs for all road/on-site signage.

Cheers,  
James

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** RGN-05-07/ 241105192567


**REPORT TO:** KAIAPOI TUAHIWI COMMUNITY BOARD


**DATE OF MEETING:** 18 November 2024

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

**SUBJECT:** Kaiapoi Food Forest Trust – Request to use Capital Funding to Construct Approved Education Shelter.

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

  
General Manager

  
Chief Executive

**1. SUMMARY**

- 1.1. The purpose of this report is to update the Kaiapoi Tuahiwi Community Board on the Kaiapoi Food Forest Trusts request to use the capital grant fund held by Council to construct its approved education shelter and toilet.
- 1.2. The Kaiapoi Food Forest began in 2017 with the aim to connect, nourish, educate, and inspire the community. Over the past 6 years, the Kaiapoi Food Forest has grown in use significantly with visits from preschools, schools, and other groups. The Trust run programs and events teaching food sustainability.
- 1.3. The Food Forest Trust has a capital grant fund allocated for the development of the Food Forest from Council. This fund is for the development of infrastructure on the site that contributes to and supports their activities. This fund is held by Council and has a current balance of \$40,000.
- 1.4. Construction of an education shelter including a toilet at the Kaiapoi Food Forest was approved by the Kaiapoi Tuahiwi Community Board in December 2023 and by Council in February 2024. These approvals included the requirement to present a further report to the Board if the Food Forest Trust were to request the use of the \$40,000 for the project.

**Attachments:**

- i. Confirmed Minutes Kaiapoi Tuahiwi Community Board 11 December 2023 (*page 2*). Trim: 231211198296.
- ii. Confirmed Minutes Council Meeting 7 February 2024 (*page 23-24*). Trim: 240205016249.

**2. RECOMMENDATION**

**THAT** the Kaiapoi Tuahiwi Community Board:

- (a) **Receives** Report No. 241105192567.
- (b) **Notes** that the Food Forest Trust has a capital grant fund allocated for the development of the Food Forest from Council. This fund is for the development of infrastructure on the site that contributes and supports their activities. This fund is held by Council and has a current balance of \$40,000.
- (c) **Notes** that after the \$40,000 has been spent, there is no further funding allocated to the Food Forest Trust through this budget.

- (d) **Approves** the Food Forest Trust to use up to \$40,000 of the capital grant fund for the construction of the approved education shelter and toilet as per page 2 of the December 2023 Kaiapoi Tuahiwi Community Board minutes (*attachment i*).
- (e) **Approves** in order to receive funding, the Food Forest Trust is to confirm in writing to the Kaiapoi Tuahiwi Community Board once they have the funds available to complete the project.
- (f) **Notes** that the total estimated cost for the shelter and toilet is \$240,000.
- (g) **Notes** that the Food Forest Trust are applying for funding for the shelter and toilet from Lottery Grants, hence why the recommendation is an up to amount. If the application is unsuccessful, the Trust would need to source alternative funding.
- (h) **Notes** that once funding is secured, it is expected the education shelter and toilet would be built in 3-4 months. At this time the Food Forest Trust will update the Community Board on the projects timeline and send communication to the wider community.
- (i) **Notes** that in December 2023, construction of an education shelter including a toilet at the Kaiapoi Food Forest was approved by the Kaiapoi Tuahiwi Community Board (Trim: 231211198296) and by Council in February 2024 (Trim: 240205016249).

### 3. **BACKGROUND**

- 3.1. The Kaiapoi Food Forest began in 2017 in Kaiapoi beside Norman Kirk Park with the aim to connect, nourish, educate, and inspire the community. The Food Forest is maintained by the Kaiapoi Food Forest Trust (the Trust) who hold a License to Occupy the site which runs from 1<sup>st</sup> September 2020 through to 2035 with a right of renewal in 2025.
- 3.2. Over the past 6 years, the Kaiapoi Food Forest has grown in use significantly with visits from preschools, schools, and other groups. The Trust run programs and events teaching food sustainability.
- 3.3. The Food Forest Trust has a capital grant fund allocated for the development of the Food Forest from Council. This fund is for the development of infrastructure on the site that contributes and supports their activities. This fund is held by Council and has a current balance of \$40,000.
- 3.4. In March 2022, the Kaiapoi Tuahiwi Community Board approved in principle the footprint of a shelter at the Kaiapoi Food Forest on the condition that a subsequent report would be required once funding was in place and final design had been submitted by the Kaiapoi Food Forest Trust for consideration. These requirements were adhered to which resulted in a report to the Community Board in November 2023.
- 3.5. In December 2023, construction of an education shelter including a toilet at the Kaiapoi Food Forest was approved by the Kaiapoi Tuahiwi Community Board and by Council in February 2024 (*attachment i & ii*). This report included the requirement to present a further report to the Board if the Food Forest Trust were to request the use of any of the \$40,000 for the shelter and toilet. When the report was presented, the Food Forest Trust had not requested use of the \$40,000 but are now seeking to use this funding for the shelter and toilet construction.
- 3.6. Included in the recommendations in the report seeking shelter and toilet approval was that appropriate communication would be sent to the wider public. Since February, communication has been published on Councils website regarding the project approval (<https://www.waimakariri.govt.nz/council/news-and-information/2024/03/embrace-autumn-in-waimakariris-parks-and-reserves>). Once funding is secured, it is expected the education shelter and toilet would be built in 3-4 months. At this time the Food Forest Trust will update the Community Board on the projects timeline and send communication to the wider community.

- 3.7. The Food Forest Trust have applied for funding from Lottery Grants which may result in the Trust using less than \$40,000 for the project. This is why the recommendation is to approve up to \$40,000. If the Lottery Grant application is unsuccessful, the Trust would need to delay the project to source alternative funding.

#### 4. **ISSUES AND OPTIONS**

- 4.1. Option 1: Support use of up to \$40,000 for the construction of the Food Forest shelter and toilet from the capital funding.

Staff recommend this option as construction of the shelter and toilet would align with the purpose of the capital grant fund. The fund is for the development of infrastructure on the site that contributes to and supports the Trusts activities to flourish. This option will also allow the Trust to complete the project sooner rather than seeking alternative funding. Additionally, access to this funding would support the Trust to explore other funding avenues and opportunities if required. Furthermore, use of the funding supports the Trust to continue to carry out events, programmes, and education that benefit the community by teaching them about food sustainability while providing a welcoming space for the community. This option is preferred by the Trust as it allows their activities to grow and thrive.

- 4.2. Option 2: Do not support use of up to \$40,000 for the construction of the Food Forest shelter and toilet.

Staff do not recommend this option because the Trust would need to seek alternative funding. As mentioned above, this project aligns with the purpose of the fund. The Trust would need to redirect the \$40,000 to other projects within the Food Forest which are of lesser priority and may be difficult as the funding is allocated for this financial year. This would also mean that the Trust would need to continue operating without an easily accessible toilet while they awaited external funding which would create additional challenges to the Trust.

##### **Implications for Community Wellbeing**

- 4.3. There are positive implications on community wellbeing by the issues and options that are the subject matter of this report. The community benefits from the existence of the Food Forest and the programs it runs. The installation of the shelter and toilet will increase the capacity and improve Food Forest users experience.
- 4.4. 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. It does not significantly affect or change the use of the current site, or the activities undertaken.

- 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. This includes the Kaiapoi Food Forest Trust as this funding will go towards building their shelter and toilet. If using this funding is not supported, this will put increased pressure on the Trust to continue operations while seeking additional budget.

- 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 funding will support the education programmes and events delivered to the community by the Food Forest Trust. The Food Forest Trust will update the Community Board on the projects timeline and send communication to the wider community once funding is secured.

## 6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

### 6.1. **Financial Implications**

There are financial implications of the decisions sought by this report on Council, however this is for expenditure of an existing budget within the 2024-2025 financial year and no additional funds are being sought.

This budget is included in the previous 2021-31 Long Term Plan and scheduled within the 2024-25 financial year. There will be no impact on rates from the use of this budget for the shelter.

The Food Forest Trust has a capital grant fund allocated for the development of the Food Forest and has a current balance of \$40,000. This is a Council capital budget that sits within the EQ Recovery District Regeneration budgets for a contribution to the Trust. The Trust has indicated they wish to use the \$40,000 for the construction of their shelter and toilet. Construction of the shelter and toilet would align with the purpose of this fund and is recommended by Council staff. Please note that access of the \$40,000 for the shelter and toilet is reliant on proof of total funding from the Trust.

### 6.2. **Sustainability and Climate Change Impacts**

The recommendations in this report have positive sustainability and/or climate change impacts. The Trust and the Food Forest assists in allowing people to be aware how to plant food sources within their own backyard and generates a number of pollinating species onsite. Funding allows the Trust to establish a shelter and toilet which aids their education programmes.

### 6.3 **Risk Management**

There are not risks arising from the adoption/implementation of the recommendations in this report

### 6.3 **Health and Safety**

There are not health and safety risks arising from the adoption/implementation of the recommendations in this report.

## 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.

### 7.3. **Consistency with Community Outcomes**

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

#### Social

- Our community groups are sustainable and able to get the support they need to succeed.
- People are able to enjoy meaningful relationships with others in their families, whānau, communities, iwi and workplaces.

#### Environmental

- People are supported to participate in improving the health and sustainability of our environment.

7.4. **Authorising Delegations**

Through the License to Occupy, the Kaiapoi Tuahiwi Community Board has delegated authority to approve the recommendations in this report.



**PUBLIC EXCLUDED MINUTES** (Refer to public excluded agenda)

3.4 **Minutes of the public excluded portion of the Kaiapoi-Tuahiwi Community Board meeting held on 20 November 2023**

**4 DEPUTATIONS AND PRESENTATIONS**

There were no deputations.

**5 ADJOURNED BUSINESS**

5.1 **Kaiapoi Food Forest Education Shelter – C Taylor-Claude (Parks Officer, Greenspace) and M McGregor (Senior Advisor Community and Recreation)**

This report was left to lie on the table at the previous meeting to enable staff to investigate maintenance cost for public toilets in the area.

C Taylor-Claude spoke to her information memorandum which was tabled (Trim Ref: 231206196442) and highlighted that if the toilet was to become a Council asset the cost for cleaning the toilet would be \$13.94 per week. However the Trust had indicated that it was prepared to maintain the toilet and the toilet would have restricted access.

Moved: A Blackie

Seconded: T Bartle

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

- (a) **Receives** Report No. 231110180701.
- (b) **Approves** the instalment of an education shelter at Kaiapoi Food Forest.
- (c) **Approves** the installation of signage indicating the direction of the public toilets at Norman Kirk Park.
- (d) **Notes** that staff would work with the Food Forest Trust to ensure that appropriate communication was sent out to the wider public should the shelter and toilet be supported by the Kaiapoi-Tuahiwi Community Board.
- (e) **Notes** that the shelter, once built, would be owned and maintained by the Food Forest Trust.
- (f) **Notes** that there was public toilet provision located at the changing rooms at Norman Kirk Park within 300 metres of this proposal, hence a public toilet at this location would exceed Levels of Service.
- (g) **Notes** that in March 2022 the Kaiapoi-Tuahiwi Community Board approved in principle the footprint of a shelter at the Kaiapoi Food Forest.

**AND**

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

**THAT** the Council:

- (h) **Approves** the construction of an appropriate toilet at the Kaiapoi Food Forest.

**CARRIED**

A Blackie understood why staff had concerns regarding the installation of a toilet however the Trust was paying for and maintaining the toilet. T Bartle concurred.

- (i) **Notes** that physical works associated with implementing the Rangiora North of High Street Laneway Concept Plan (Attachment i: 231128190543) will be staged, in that it is anticipated that construction of the laneway, private rear parking for 202 and 210 High Street and public parking at 11 Blake Street will occur in April/May 2024, but that the formation of the Right of Way from Blake Street and any other improvements to the wider car park (subject to outcomes of recommendation g) would occur at a later date.

**CARRIED**

Councillor Williams Against

Councillor Ward commented that this matter had been thoroughly discussed by the Rangiora-Ashley Community Board, who had supported the recommendation to the Council. She believed this was going to be a great accessway to the retail area, and she supported the motion.

Mayor Gordon supported the motion and thanked staff for the significant amount of work that had gone into this proposal, including land swapping, that staff had negotiated. Good Street, Conway Lane and this area were areas that the Council could be proud of.

Councillor Williams acknowledged that the accessway would enhance the town. However, he did not think it was the right time for the Council to be spending half a million dollars, considering it was mainly for the benefit of the owner of the property. Hence, he could not support the motion.

- 8.2 **Kaiapoi Food Forest Education Shelter** – C Taylor-Claude (Parks Officer, Greenspace) and M McGregor (Senior Advisor Community and Recreation)  
(Refer to report no. 231110180701 to the Kaiapoi-Tuahiw Community Board meeting of 11 December 2023 and minutes of that meeting).

*Having previously declared a conflict of interest, Councillor Cairns left the meeting.*

C Taylor-Claude took the report as read and noted that the staff recommended that the installation of the toilet at the Kaiapoi Food Forrest be declined due to it being above the Council's levels of service. However, the Kaiapoi-Tuahiw Community Board supported the installation of the toilet and an education shelter at the Food Forest. She commented that installing a toilet was the preferred option of the Kaiapoi Food Forest Trust, and it would support their activities.

Mayor Gordon questioned the locality of the closest toilet to the Kaiapoi Food Forest. G Stephens explained that there were toilets at Norman Kirk Park, which were approximately 300 metres from the Food Forest.

In response to a question from Mayor Gordon, staff confirmed that the Kaiapoi Food Forest Trust wanted to install the toilet at their own cost if they could raise the money.

Moved: Councillor Williams

Seconded: Deputy Mayor Atkinson

**THAT** the Council:

- (a) **Approves** the construction of an appropriate toilet at the Kaiapoi Food Forest at the cost of the Kaiapoi Food Forest Trust, which would include construction and ongoing maintenance costs.

**CARRIED**

Councillor Williams supported the motion, provided that the toilet construction cost and future maintenance were not at the cost to the Council.

Deputy Mayor Atkinson commented that the ongoing maintenance costs may become a cost to the Council if the Kaiapoi Food Forest Trust wound up, however, there was no indication of that happening. He believed that a public toilet 300 metres away was too far for young children and older people.

Councillor Mealings commented that the Kaiapoi Food Forest Trust did great work, and the installation of a toilet and an education shelter education would enable them to continue this work. She agreed with Deputy Mayor Atkinson that 300 metres was too far away for a public toilet. She, therefore, supported the motion.

Mayor Gordon endorsed the Councillors' comments and agreed that 300 metres was a long way. He noted that the food forest was a fantastic place, and he applauded the work that went on there. He recognised the ongoing commitment of the Kaiapoi Food Forest Trust and acknowledged Councillor Cairns' involvement.

*Councillor Cairns rejoined the meeting.*

## 9. **HEALTH, SAFETY AND WELLBEING**

### 9.1 **Health, Safety and Wellbeing Report January 2024** – J Millward (Chief Executive)

J Millward noted in Appendix A there were 20 incidences with a further seven from the Council's Aquatic Facilities.

Councillor Williams noted that a member of the public was caught stealing paint. He questioned why the Council owned paint. J Millward advised that it was resale paint from the Council's refuse store and the matter was referred to the New Zealand Police.

Moved: Deputy Mayor Atkinson                      Seconded: Councillor Goldsworthy

**THAT** the Council

- (a) **Receives** Report No 240117005941.
- (b) **Notes** that there were no notifiable incidents this month. The organisation is, so far as is reasonably practicable, compliant with the duties of a person conducting a business or undertaking (PCBU) as required by the Health and Safety at Work Act 2015.
- (c) **Circulate** this report to the Community Boards for their information.

**CARRIED**

## 10. **COMMITTEE MINUTES FOR INFORMATION**

10.1 Minutes of a meeting of the Utilities and Roading Committee 21 November 2023

10.2 Minutes of a meeting of the Audit and Risk Committee of 12 December 2023

10.3 Minutes of a meeting of the Community and Recreation Committee of 12 December 2023

Moved: Councillor Goldsworthy                      Seconded: Councillor Mealings

**THAT** Items 10.1 to 10.3 be received information.

**CARRIED**

## 11. **COMMUNITY BOARD MINUTES FOR INFORMATION**

11.1 Minutes of the Kaiapoi-Tuahiwi Community Board meeting of 20 November 2023

11.2 Minutes of the Woodend-Sefton Community Board meeting of 4 December 2023

11.3 Minutes of the Oxford-Ohoka Community Board meeting of 6 December 2023

**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** GOV-26-08-06/CPR-04-20-73/241106196861

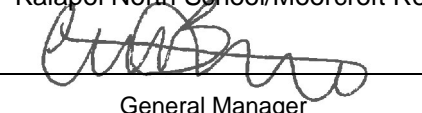
**REPORT TO:** KAIAPOI TUAHIWI COMMUNITY BOARD


**DATE OF MEETING:** 18<sup>th</sup> November 2024

**AUTHOR(S):** Grant Stephens – Greenspace Design and Planning Team Leader

**SUBJECT:** Kaiapoi North School/Moorcroft Reserve Fencing

**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 a decision by the Kaiapoi Tuahiwi on the proposed location of fencing at Moorcroft Reserve/Kaiapoi North School.
- 1.2. In May 2024, Kaiapoi North School requested the installation of a 1.8-meter-high fence along its northern and eastern boundaries adjacent to Moorcroft Reserve. This request was prompted by the enrolment of a child with special needs, highlighting safety concerns due to the child's tendency to run away. Previous fencing measures, installed in 2010 and 2012, no longer comply with updated regulations.
- 1.3. As noted in attachment i: Letter to Community Board (241106196863), The School Board now proposes to fence the northern boundary of Moorcroft Reserve and enhance the eastern boundary with new gates, with costs covered by the Ministry of Education. Recent trends show a growing need for schools in New Zealand to implement fencing for safety, not only for current students but also for future enrolments. The school values its partnership with the community and utilises the reserve for various activities while allowing community use of the school grounds outside of school hours by the community.
- 1.4. Two fencing options for Kaiapoi North School and Moorcroft Reserve were presented to the community through consultation. Option 1 proposes a 1.8-meter high fence along the northern boundary of the school, allowing unrestricted community access to the reserve but limiting student access during school hours. Option 2 suggests a fence at the Northern and Eastern boundaries of the reserve with pedestrian and vehicle gates, maintaining access by the school to the reserve and allowing access to the community during school hours albeit through gates.
- 1.5. Community feedback indicated a preference for Option 2, with 13 supporting it compared to 9 for Option 1. Concerns about accessibility were prominent, particularly regarding how fencing might deter users such as those with mobility aids. While Option 2 aims to enhance school access to the reserve, it could visually privatize the space, making it less inviting for the public.
- 1.6. The school has committed to keeping gates open outside school hours, though past experiences raised doubts about this commitment. Both options involve trade-offs between school security and community accessibility. Ultimately, the decision hinges on balancing the ability for students unimpeded access to the reserve with the desire to maintain open access to the reserve for the wider community.

**Attachments:**

- i. Letter Kaiapoi North School/Moorcroft Reserve Fencing May 2024 (Trim: 241106196863)
- ii. Fencing Moorcroft Reserve Survey Response Report (Trim: 241106196866)

## 2. **RECOMMENDATION**

**THAT** the Kaiapoi Tuahiwi Community Board:

- (a) **Receives** Report No. 241106196861.
- (b) **Notes** the request from Kaiapoi North School for 1.8m high fencing to safely contain students prone to running away with little regard to their own safety.
- (c) **Notes** that consultation was carried out with the surrounding community on two options for the location of fencing with Option 1 being along the northern boundary between the school and Moorcroft Reserve and Option 2 being on the northern and eastern boundaries of Moorcroft Reserve – allowing full access to the reserve by the school.
- (d) **Notes** the results of this consultation within the attached Consultation Report (Trim: 241106196866) and that of the 22 respondents, 9 supported Option 1 and 13 supported Option 2 with qualitative feedback received and discussed within the body of this report.
- (e) **Notes** The MOE have committed to covering all costs associated with the construction and ongoing maintenance/replacement of the fence and that ownership of the fence would sit with MOE. If located in Option 2, this would likely require a Licence to Occupy.
- (f) **Approves** Option 1: A 1.8-meter-high fence along the northern boundary of the school with gates providing access from the school into Moorcroft Reserve.

**OR**

- (g) **Approves** Option 2: A 1.8-meter-high fence along the Northern and Eastern Boundaries of Moorcroft Reserve including gates to provide access into Moorcroft Reserve that the School will be responsible for ensuring are left open outside of school hours.
- (h) **Notes** that if Option 2 is approved, this is inconsistent with the outcomes of the Neighbourhood Reserves Management Plan due to impacts on accessibility for the wider community into the reserve.
- (i) **Approves** staff informing the Kaiapoi North School Board of Trustees of the outcomes of this decision regarding the location of fencing at Kaiapoi North School/Moorcroft Reserve
- (j) **Circulates** report to All Boards for information.

## 3. **BACKGROUND**

- 3.1. In May 2024 the Kaiapoi North School approached Council regarding a request to install a 1.8m high fence along the Northern and Eastern boundaries of the school which border Moorcroft Reserve. Greenspace Staff met with Kaiapoi Tuahiwi Community Board Chair Jackie Watson, the School Board Chairperson, a representative from the Ministry of Education and Principal Jason Miles on site to discuss options around this.
- 3.2. Adequate fencing is required following the enrolment of a child with special needs and subsequent health and safety report which noted the risk to the student's personal safety due to a tendency to run away without warning. In 2010 safety fences were installed in the junior area of the school, and in 2012 the eastern boundary of the school also had exterior safety fencing installed for a former student. However, new regulations now state that this fencing needs to be replaced with 1.8m high fencing and the School have also been informed that the northern boundary of our school also needs to be fenced.

- 3.3. In 2012 the Kaiapoi North School Board of Trustees (BOT) approached the Kaiapoi Community Board to fence the boundary of the Moorcroft Reserve instead of the school boundary to keep the large open shared school and reserve area shared by the school and the community. Following community consultation, this was not approved by the Community Board with soft planting the area as a visual deterrent being approved instead.
- 3.4. Based on the new requirements this soft planting does not provide the health and safety requirements for this child, or any future children at Kaiapoi North School who may have similar tendencies. The Kaiapoi North School Board of Trustees have therefore requested that instead of fencing the boundary of the school and Moorcroft Reserve to the north boundary of the school that the northern boundary of Moorcroft Reserve is fenced at the bottom of the bund, up to the pathway entrance where a pedestrian gate would be installed. The school also proposes that the eastern boundary of Moorcroft Reserve is also fenced, including a large vehicle gate and a smaller pedestrian gate (replacing the gates that are already there). The full cost of these fences and gates would be covered by the Ministry of Education.
- 3.5. In the past few years there have been numerous schools in Canterbury and many more around New Zealand that have needed to fence their schools to meet the health and safety needs of the children enrolled in their school. These fences are installed not only for the safety needs of the current child but also for any future children to enroll who have similar needs. It is not uncommon for schools to be located adjacent to Council reserves and to utilise these facilities in the manner Kaiapoi North does with Moorcroft. The school have indicated that they are appreciative of the opportunity to share the reserve during break times and use it for fitness and sporting events such as school cross country and athletic sports. The school also notes that the school grounds are also used by the community outside of school hours and promote a sense of “community” with our children. The school would like to encourage this by continuing their partnership with co-sharing the reserve and school grounds with the community.
- 3.6. Based on this request and a subsequent deputation to the Kaiapoi Tuahiwi Community Board, staff undertook consultation with the wider community regarding two options for fencing the school to meet the requirements of the Ministry of Education. Option 1 was for the school to fence along the northern and eastern boundaries between the School and Moorcroft Reserve. The following report outlines in detail these two options and the feedback received regarding these in order to enable the Kaiapoi Tuahiwi Community Board the ability to make a decision whether to approve fencing at the entrances to Moorcroft Reserve as per the School’s preferred option or, to require the ministry provide fencing within the school boundary.

#### **4. ISSUES AND OPTIONS**

- 4.1. As noted above two options were consulted on with the community for the fencing of Kaiapoi North School and potentially Moorcroft Reserve.

##### **Option 1:**

- 4.2. A new 1.8m high fence would be installed on the Northern boundary of the school. This would separate the school and Moorcroft Reserve, enabling the wider community unimpeded access into the reserve at all times of the day however would confine the school to their school grounds — reducing access to the wider reserve to students.



4.3. Figure 1: Option 1 - Fencing along northern boundary of School

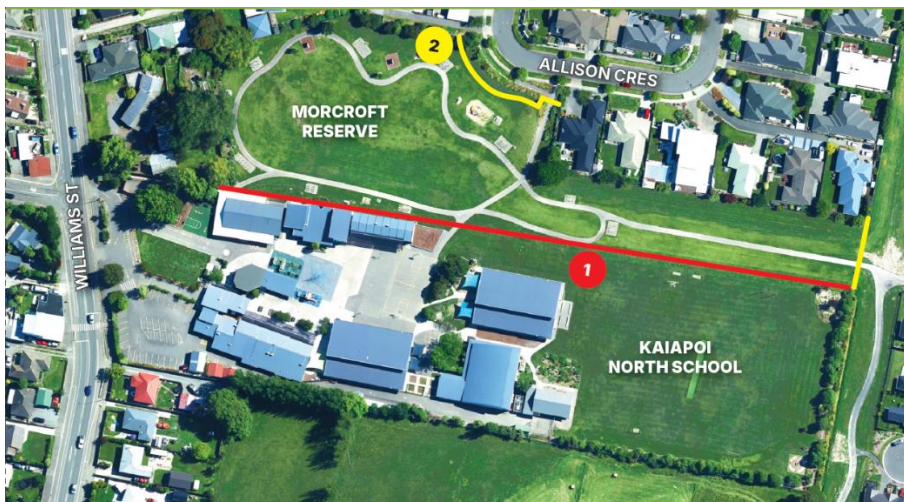
**Option 2:**

- 4.4. A new 1.8m high northern fence would be installed at the bottom of the bund, up to the pathway entrance where a pedestrian gate would be installed. The eastern boundary of Moorcroft Reserve would be fenced, including a large vehicle gate and a smaller pedestrian gate (replacing the existing gates).
- 4.5. While the gates would be closed during school hours to enable students access to the reserve, community access to the reserve would be maintained (noting the need to go through gates) at all times and the school would continue to encourage use of the school grounds outside of school hours by the community. Signage would be included on the gates so people are aware they can utilise the space as a recreation reserve.



4.6. Figure 2: Option 2 - Fencing along northern boundary of Moorcroft Reserve

- 4.7. The map below shows the location of the two fence options with Option 1 shown in red and Option 2 shown in yellow.



4.8. Figure 3: Map of Moorcroft Reserve and Kaiapoi North School

4.9. As noted in the attached Consultation Report (Trim: 241106196866), Staff received 22 responses with 9 responses in support of Option 1 and 13 in support of Option 2. Along with these responses, staff also received a number of comments which provided feedback on the challenges and opportunities associated with each option. Staff have collated these comments into relevant themes and discussed these below:

4.10. **Accessibility**

4.11. Some respondents preferred Option 1 as it ensured that the wider community would have unrestricted access to Moorcroft Reserve at all times. However, it was noted that the fence in Option 1 would have a negative impact on the school's ability to access the reserve and utilise it for break time and school sports and outdoor recreation.

4.12. The majority of concerns regarding Option 2 centred around accessibility into Moorcroft Reserve. While the plan included gates and signage welcoming users, there was concern that fencing the northern and eastern boundaries would significantly reduce access to the wider public into the reserve. This would be both from an aesthetic perceived nature and also a physical perspective. It was noted that the reserve is currently accessible for mobility scooters, wheelchairs, scooters, cyclists, walkers and dogs and that these fences and gates could deter and, in some cases, prevent access to some of these users.

4.13. Staff have reviewed the impacts on accessibility of both options and would agree that while Option 2 would provide better accessibility to the school into the reserve, the proposed fencing in Option 2 would have a direct impact on the accessibility of the reserve on the wider community who wish to utilise the reserve. Users would need to go through gates during school hours and the presence of fences and gates would act to visually privatise the reserve to the school.

4.14. Staff have looked at fence latch heights in other schools with 1.8m high fences and the existing latches at Eastern boundary of the Moorcroft Reserve/school and these are between 1.4m and 1.5m high. The height of these latches would in some cases prevent access to users, in particular users in wheelchairs or mobility scooters who may not have the dexterity or agility to open the latch and get through the self-closing gates.

4.15. As shown in the image below, the Eastern boundary already includes a 1.2m high fence with a self-closing gate and latch at 1.4m high. Changing this fence to 1.8 would not change the accessibility (so long as the latch isn't raised) however would certainly have a visual impact of privatisation which in turn impacts the perceived accessibility of the reserve.



4.16. Figure 4: Existing fence on eastern boundary of Moorcroft Reserve

4.17. The Northern entrance to the reserve shown below is currently fully open and includes an accessible ramp from the top of the bund down to Alison Crescent. While the path from the bund into the reserve space is technically not accessible to unaided wheelchair users. It would be accessible with an aid and is certainly useable by people utilising mobility scooters and other mobility devices etc. A fence and gate in this location would impact these user's ability to access the reserve and while the 1.8m height of the fence is mitigated to some extent by the bund, it would also have a strong visual appearance which could deter access especially during school hours when the gates are closed.



- 4.18. The School own the land where the Western entrance to the reserve is located out to Smith Street. This currently does not have a gate however would be fenced as part of this proposal. As this is on MOE land, Council has no influence over this fence height or gate location. Staff note that this will reduce the accessibility of the reserve from Smith Street for users making the other two entrances more important to retain access.
- 4.19. The school have noted that they would commit to ensuring that the gates were opened during out of school hours to enable access to the reserve/school during these times. Concern was raised through the consultation around this gate opening with respondents noting that this does not currently occur with the existing gates and a lack of confidence that this would occur going forward. Staff have undertaken visits to the school out of school hours and found the Eastern gates closed. A sign is attached to this gate informing people that "This is a Kids Safe Area – Gates must be kept closed at all times". This could prevent access to some users and/or give the impression that the land is there for school use or at least priority use by the school. This could lead to the wider community not feeling that they have the ability to use this reserve area either inside or outside of school hours.
- 4.20. There is an ongoing risk associated with gates within reserves which the community expect to be opened but for which the responsibility of opening does not sit with Council or Council contractors. It is likely that if they are not kept open outside of school hours, Council would receive service requests to open these which could lead to ongoing operational costs. Therefore should Option 2 to be approved by the Board, this would require the school to outline how they will ensure that these gates are opened and an understanding that the gates would be removed if they are not consistently being left open outside of school hours.
- 4.21. In the school Board's application to the Board, they note the following "We are happy seeing our school grounds utilized out of school hours by the community. There are many people who walk through our school or use our playground on the weekends and after school. Adding a fence between the school and reserve may make it less inviting for the community to visit our school grounds out of school hours." While on the surface this appears to support Option 2 as the better option for the school, in practicality, with either option there will be a fence with a gate between the community and the school. It is the location of this fence being either on the school boundary or on the reserve boundary which is in fact in question. The same argument stands for the wider reserve where a fence on the boundary would make it less inviting for the community to visit the reserve. Were Option 1 approved, the 1.2m high fence along the eastern boundary of the reserve would become obsolete and could be removed allowing for improved accessibility to the reserve.

### **Safety**

- 4.22. This request for fencing has come about from a health and safety concern raised by the Ministry of Education around the ability to contain students within the school area during school hours – in particular students who may run away with little regard to their own safety. The location of fences – no matter the location – will act to mitigate this safety concern.
- 4.23. It was noted that the fence in Option 2 would provide this safe barrier while allowing for the school to use the wider reserve during breaks/school sports days. Other respondents raised that Option 1 provides a clear physical separation between the school and Moorcroft Reserve which would enhance security for students by reducing the potential for unauthorized access during school hours.
- 4.24. Staff note that while the fence does improve the safety of students (no matter the location), there is a balance between the needs of the school and the needs of the wider community. Option 1. While the location of the fences in Option 2 provides a safe option and better outcomes for the school, Staff are unable to support an option which decreases the accessibility and level of service to the community without any safety improvements or positive outcomes for the wider community as a result.

### **Shared space and opportunities for outdoor education/recreation**

- 4.25. The main opportunity noted by respondents in support of Option 2 was that it enabled the shared use of the space by both community and school and in particular allowed for outdoor education and recreation by the school in the wider reserve. There was concern raised that Option 1 would reduce the integration between the school and the community, potentially diminishing the benefits of shared space.
- 4.26. While traditionally Council has been and continues to be supportive of the shared use of this space, it is important to note that this shouldn't be to the detriment of the wider community's ability to access the space. As noted above, 1.8m high fences would visually privatise the reserve and the gates would act as a barrier to use to members of our community who have challenges around accessibility.
- 4.27. Staff have looked at how other schools have dealt with this issue in the district and wider and are not aware of schools within the district where a public reserve has been included in the fenced off/gated area. Rather, fences are utilised by the schools to retain students within school land and when accessing space outside of the school such as an adjoining park, this is managed through other means such as teacher patrols/school rules.
- 4.28. Staff have been approached previously by Woodend School regarding a similar request and this has not progressed as there was no option identified by the MOE where a 1.8m high fence could be located without significantly interrupting the accessibility of the reserve to the wider public. There is a risk that should the Board approve the fence in the location of Option 2, this could create precedence for other schools in the district to seek approval in similar circumstances.

### **Cost**

- 4.29. The MOE have committed to covering all costs associated with the construction and ongoing maintenance of the fence. Option 2 would be a more cost-effective option due to the shorter nature of this fence however, as Council is not covering the cost of these works and the fence is not in direct benefit to the reserve and wider community, the associated costs should not be taken into consideration by the Board as to the outcome approved for this fence. Staff have therefore not identified or included costings for either outcome within this report.
- 4.30. While the MOE have indicated that they would cover the ongoing costs, Staff are aware that if there are issues with the gates out of school hours, as the managers of the reserve, it is likely that urgent service requests will come to Council to be addressed. If Option 2 was approved, where possible, these costs would then need to be passed on to the MOE for reimbursement.

### **Level of Service/Statutory Requirements**

- 4.31. There was also feedback that Council cannot fence a public reserve. As a neighbourhood reserve, Moorcroft Reserve is managed through the Waimakariri District Council Neighbourhood Reserve Management Plan. This plan includes a number of levels of service and management objectives relating to neighbourhood reserves, some of which are relevant for this situation and their relevant sections along with a comment by staff are included below.
- 3.2: Visibility - Neighbourhood parks should be highly visible from the surrounding road network. This includes the provision of at least one wide, open frontage, preferably facing a through road (rather than a cul-de-sac).

While the fence will be permeable pool style fencing, the height and nature of the fence will have visual impact of perceived privatisation of the reserve which limits this visibility.

- 3.2: Neighbourhood parks should be safe and inviting to the local community. CPTED guidelines should be followed to reduce potential hazards and inappropriate use of the park.
- While the fence in Option 2 would improve the safety of the students utilising the wider reserve, it could have a negative impact on the wider community. With the fence being located at the entrance to the reserve this will reduce the open inviting nature of the space and also limit safe accessible access points into the reserve. This is of particular note at the Eastern and Western entrances where access is limited to a singular gate. While this is the case with the existing low fence, the replacement of this with an unscalable 1.8m high fence could have CPTED implications on safety.
- 6.1: Public spaces and facilities are plentiful, accessible and high quality.

As noted above, Option 2 does limit the accessibility of the reserve to the wider community.

- 6.2 (f): Opportunities for the community to use and enjoy neighbourhood parks are maximised.

The fence in Option 2 improves opportunities for the School's use of the reserve but as noted above would have an impact on accessibility and thus reduce opportunities for community to use and enjoy the reserve. Option 1 limits the opportunity for the school to have access to the wider reserve (still possible and encouraged with appropriate management) but ensures that the use by the wider community is not impacted. It would create a barrier between the school grounds and the reserve which could limit the use of the school grounds by the public but in either case, access would be through a gate in the fence so staff recommend that Option 1 better meets the objective of 6.2 (f).

- 7.6: Public Access - Neighbourhood parks are public open space and community use of the park is encouraged.

(1): Expectation: The community has freedom of entry and use of parks.

Staff believe that 1.8m high fences at all entrances to this reserve will have both a perceived visual impact and a physical impact on accessibility and therefore the freedom of entry and use of the parks by the community.

- 7.7(1): Community use and enjoyment of neighbourhood parks takes priority over restricted or exclusive use by recreation or community organisations and commercial operations.

Based on the above, the use and enjoyment of the reserve by the local community takes priority over needs of the school and therefore use by the school should not restrict the use by the community. While the School is happy for the community to continue utilising the reserve during school hours, in practicality, the fence will restrict use and the absence of a clear boundary between the school and the reserve does create confusion as to where visitors to the reserve are allowed to recreate which could be a barrier to entrance for some.

- 7.9 (2): Requests by surrounding neighbours for restrictions on public use of a park will only be considered where it can be demonstrated that the use interferes unduly with the reasonable use and enjoyment of their property, and other options are not available

As noted above, the gates/fence in Option 2 will have an impact of restricting use of the reserve to some users of the wider community. As an alternative option is available which does not restrict this access and the use of the reserve by the community does not unduly impact the enjoyment of the school land by the school, Option 2 does not meet this policy.

- 4.32. Based on the feedback received and the negative impacts on accessibility and use of Moorcroft Reserve to the wider community, **staff do not recommend Option 2**
- 4.33. Staff believe that Option 1 allows for the health and safety requirements of the MOE to keep students prone to running without regard for their personal safety. It also best meets the needs of the wider community and does not negatively impact on accessibility into the reserve or create visual barriers such as perceived privatisation of the reserve. **Staff therefore recommend Option 1.**
- 4.34. Staff note that while Option 1 is recommended, this is not at all saying that the Waimakariri District Council does not support or encourage the use of reserves by schools such as in this situation. This use and community partnership is valued for the positive outcomes it creates both for the school, students and wider community. Rather, the expectation from Council is that management techniques to keep students safe when using reserves in such cases is the responsibility of the MOE and should not negatively impact the ability of the wider community to access the reserve at all times. Staff encourage the MOE to consider alternative options (teacher aides as a potential example) for the management of children prone to running to support the safe use of reserves by both the school and all members of the wider community.

#### **Implications for Community Wellbeing**

There are implications on community wellbeing by the issues and options that are the subject matter of this report. Both options meet the health and safety requirements of the MOE regarding students prone to running however Option 2 would limit accessibility into the reserve. Neighbourhood Reserves are important spaces for the community and accessibility into these reserves should be clear of barriers to all users. While Option 1 will reduce the ability for the use of Moorcroft Reserve by the school without additional management procedures/techniques, Option 2 creates barriers around accessibility to the reserve by the wider community and is therefore not supported by staff.

- 4.35. 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. This proposal was brought to the Board by the Kaiapoi North School Board who have an interest in the outcome of this decision alongside the MOE. Staff have utilised their proposal in the creation of consultation material and this report to the Board. As per the recommendations, the outcome of this decision will be clearly communicated to the School and MOE once made by the Board.

### **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. Staff undertook consultation with the community regarding this proposal and received 22 responses. Of these, 9 were in support of Option 1 and 13 were in support of Option 2. While from a quantitative perspective, there was a small majority expressing preference for Option 2, Council typically focuses more on the qualitative responses when it comes to engagement. This feedback provides rich, detailed insights into people's thoughts, feelings, and motivations behind their decision. This helps Council understand the "why" behind public opinions and what mitigation techniques may be required for either option, and is crucial for effective engagement. This also prevents the loudest voice from outweighing valid concerns and thoughts expressed by individuals. This feedback has been discussed in detail within the above Issues and Options Section.

## **6. OTHER IMPLICATIONS AND RISK MANAGEMENT**

### **6.1. Financial Implications**

There are no financial implications of the decisions sought by this report. In both options, the full costs associated with the construction and ongoing maintenance of the fence would be met by the MOE and not by Council.

This budget is not 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. Healthy communities are important for the ability to adapt to the impacts of climate change and to thrive in a sustainable manner. Access to green reserve networks is important in achieving healthy communities and encouraging interaction, enjoyment and value of the outside world. Actions that reduce accessibility to these reserve networks to the community therefore may have unintended impacts on the health and sustainability of communities. However, there is strong value in the school being able to access the wider reserve for recreational pursuits (and likewise the community to access the school grounds) for the same reasons. It is hoped therefore that while Option 1 is recommended, the School and MOE will continue to work together to enable the use of the wider reserve through alternative management options.

### **6.3 Risk Management**

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

If Option 1 is approved, this may see a large reduction in the use of the reserve by the school. This has a risk of a negative impact on the relationship between the school and students and the reserve. Where there is a loss in ownership or sense of inclusion, this can lead to potential antisocial behaviour such as vandalism. As noted above, it is hoped that while the reserve will not be within the fenced area, the MOE and School will identify other options to enable the use and therefore inclusion/ownership of the reserve by the school and their students.

If Option 2 is approved, this will impact on the accessibility of the reserve to the wider community and in particular those reliant on mobile aids such as wheelchairs and scooters. This could also set a precedence which leads to and adds weight to similar requests from other schools facing the same challenge and in some sense removes the pressure on the MOE to identify and budget alternate options such as staff resourcing rather than options such as fencing which have impacts on other users of the reserve.

### **6.3 Health and Safety**

There are health and safety risks arising from the adoption/implementation of the recommendations in this report. Both options allow for the health and safety requirements of the MOE to contain students prone to running without regard for their own safety. Option 1 would require the MOE and School to continue to identify alternate options to enable the safe and contained use of Moorcroft reserve in the future. Staff have concerns around accessibility and in particular from a CPTED perspective regarding high fences and narrowed entrance and exit points (singular gates) to public spaces such as reserves.

## **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**

- Reserves Act 1977
- Waimakariri District Council Neighbourhood Reserves Management Plan 2015.

### 7.3. **Consistency with Community Outcomes**

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

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

Environmental : That values and restores our environment...

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

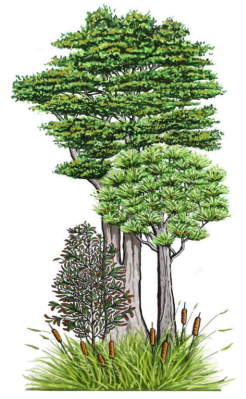
### 7.4. **Authorising Delegations**

The Kaiapoi-Tuahiwi Community Board has the delegated authority to approve the construction and location of fencing within Moorcroft Reserve.



Te Kura o Ruataniwha  
**Kaiapoi North School**

*Striving for Personal Excellence*



*Striving for Personal Excellence*

Jackie Watson  
Chairperson  
Kaiapoi-Tuahiwi Community Board

14th May, 2024

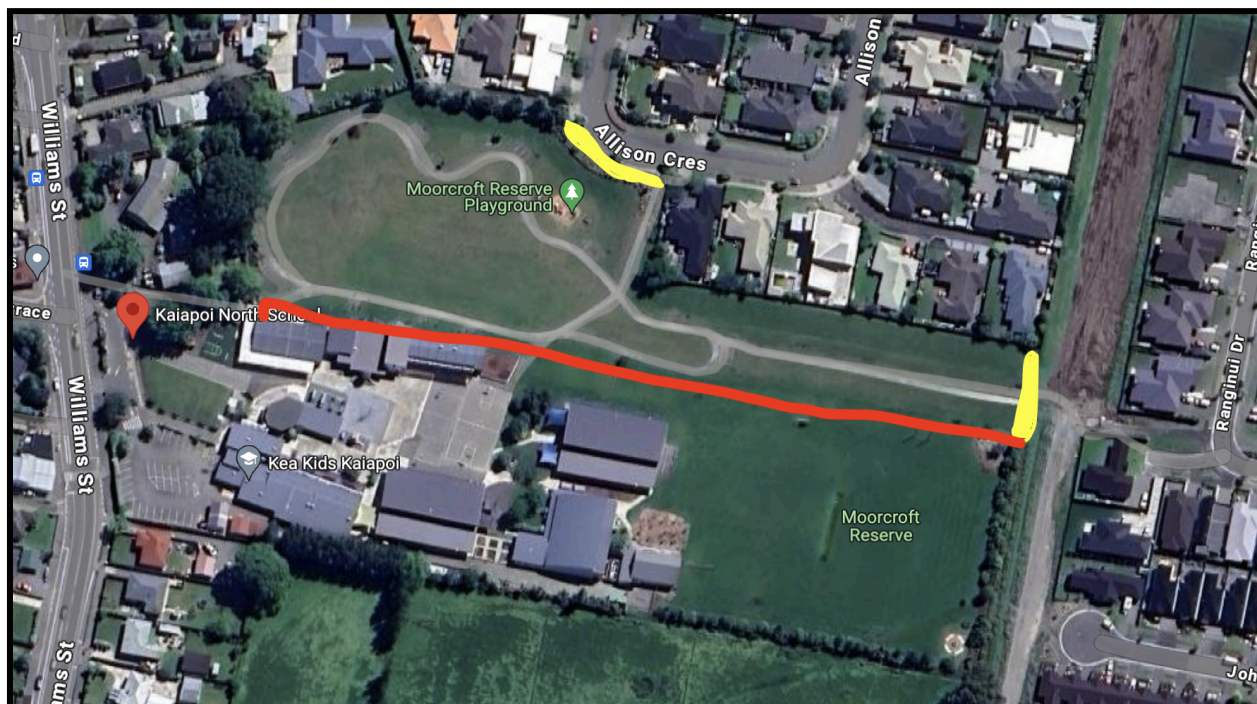
Dear Jackie

Thank you for meeting onsite at Kaiapoi North School with a representative from Waimakariri District Council, our Board Chairperson, a representative from the Ministry of Education and I. We discussed the fact that upon the enrolment of a child with special needs the health and safety report stated that the school needed to install exterior fencing to combat the student's disregard to personal safety through his tendency to run away without warning.

In 2010 safety fences were installed in the junior area of the school, and in 2012 the eastern boundary of the school also had exterior safety fencing installed for a former student. New regulations now state that this fencing needs to be replaced with 1.8m high fencing and the northern boundary of our school needs to also be fenced.

In 2012 the Kaiapoi North School Board of Trustees (BOT) approached the Kaiapoi Community Board to fence the boundary of the Moorcroft Reserve instead of the school boundary to keep the large open shared school and reserve area shared by the school and the community. Despite the Green Space and Community Facilities Planner from the Waimakariri District Council approving this in principle the Kaiapoi Community Board turned down our application, instead offering to soft plant the area as a visual deterrent. With the new regulations this will no longer apply as providing health and safety requirements for this child, or any future children at Kaiapoi North School.

The Kaiapoi North School Board of Trustees would like to formally request that instead of fencing the boundary of the school and Moorcroft Reserve to the north boundary of the school that we fence the north boundary of Moorcroft Reserve at the bottom of the bund, up to the pathway entrance where we would install a pedestrian gate. We also propose that the east boundary of Moorcroft Reserve is fenced, including a large vehicle gate and a smaller pedestrian gate (replacing the gates that are already there). The full cost of these fences and gates would be covered by the Ministry of Education. These fence and gate areas are shown in yellow on the map - the legal boundary is shown in red.



## General Information

- In the past few years there have been numerous schools in Canterbury and many more around New Zealand that have needed to fence their schools to meet the health and safety needs of the children enrolled in their school. These fences are installed not only for the safety needs of the current child but also for any future children to enroll who have similar needs.
- Kaiapoi North School is in no way trying to “capture” the reserve as our own. We are very appreciative of the opportunity to share the reserve during our break times and use it for fitness and sporting events like our school cross country and athletic sports.
- We are happy seeing our school grounds utilized out of school hours by the community. There are many people who walk through our school or use our playground on the weekends and after school. Adding a fence between the school and reserve may make it less inviting for the community to visit our school grounds out of school hours.
- Many community members who live in Sovereign Palms, Moorcroft, and Beach Grove currently use the Moorcroft Reserve and our school as access to get to and from Williams Street. If the north boundary fencing of our school was to proceed there would be additional getes to open to move through our school.
- The Kaiapoi Cricket Club uses our field on the weekends for junior games and the Kaiapoi Rugby Club and Waimakariri Football Club use our school field for practices and games when their fields are fully used.



- As a school we promote a sense of “community” with our children. We would like to live this by continuing our partnership with co-sharing the reserve and our school grounds with the community. We would like to show the importance of this by continuing to use the reserve with respect, and encourage the community use and to treat our school grounds with respect outside of school hours.

### **Where to from here?**

Kaiapoi North School would like to see a solution that sees the large open space between our school and the reserve retained for all to enjoy. For this to occur we would like to suggest the following for the Kaiapoi Community Board to consider:

- install a fence at the north and east ends of the reserve with self closing latch gates for access, and install a self closing latch gate at the west end of the reserve (on school land).
- Install signs at each gate stating that “This Reserve and fitness track is public land for all to use. The school grounds are also open for the public to use out of school hours, please enjoy both areas showing respect to the playgrounds” or something similar

The school will also consider any idea that the community or the Community Board comes up with in order for the fences to be installed at the border of the reserve.

The Board of Trustees Chairperson, Greg Thompson and I would appreciate an opportunity to attend your June Community Board meeting to provide any further information and answer any questions you may have.

Yours sincerely

Jason Miles, Principal

Greg Thompson, BOT Chairperson

# Have a say

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## **SURVEY RESPONSE REPORT**

14 September 2024 - 14 October 2024

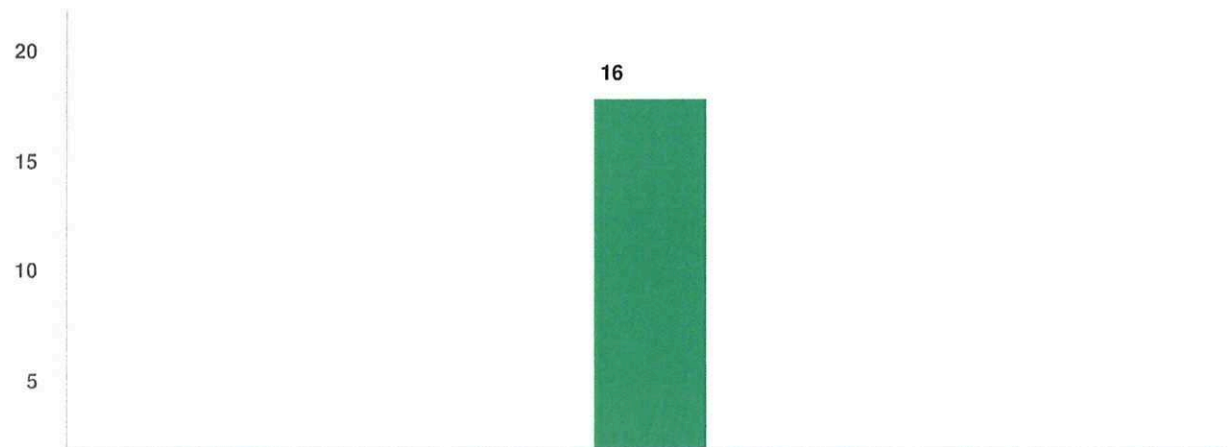
### **PROJECT NAME:**

**Fencing Moorcroft Reserve**



SURVEY QUESTIONS

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**Q3 Please tick this box if you would like your contact details to be confidential:****Question options**

- Yes

*Optional question (16 response(s), 6 skipped)*

*Question type: Checkbox Question*

**Q4 Which is your preferred option for fencing at Kaiapoi North School and Moorcroft Reserve?****Question options**

- Option 1 — A new 1.8m high fence is installed on the northern boundary of the school
- Option 2 — A new 1.8m high fence installed at the northern boundary of Moorcroft Reserve

*Mandatory Question (22 response(s))*

*Question type: Checkbox Question*

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**Q5 Comments:**

9/17/2024 03:40 PM

I think it is fine the way it is. We walk through there often & it is never a problem. I think it's great that everyone can share it. Lovely to see the children playing.

9/18/2024 02:42 AM

Option 1: 1.8m High Fence on Northern Boundary Pros: Clear Separation: This option provides a clear physical separation between the school and Moorcroft Reserve. This could enhance security for students by reducing the potential for unauthorized access during school hours. Unimpeded Community Access: The wider community would have unrestricted access to Moorcroft Reserve at all times, promoting its use as a public space. Cons: Restricted Student Access: Students would be confined to the school grounds during school hours and would not be able to easily access the reserve. This could impact their ability to use outdoor spaces for physical activities and learning opportunities. Reduced Integration: The separation might reduce the integration between the school and the community, potentially diminishing the benefits of shared space. Option 2: Fencing with Gates Pros: Controlled Access: This option allows for a controlled access point where gates are used. During school hours, the gates could be closed to keep students within the school grounds, while community members can still access the reserve through the gates. Community Access Maintained: Community access to the reserve would be maintained, albeit through gates, ensuring that the public can continue to use the reserve at all times. Encourages Community Use: The school's continued encouragement for community use of the school grounds outside of school hours could foster a sense of shared space and collaboration between the school and the community. Cons: Inconvenience: The need to go through gates might be seen as inconvenient by some community members. This could potentially deter use or create frustration. Maintenance: Gates require regular maintenance and monitoring to ensure they are functioning correctly and are secure. Overall Considerations: Security and Safety: Option 1 offers clear separation, which may enhance security for students but at the cost of restricting their access to the reserve. Option 2 balances security with continued community access, though it introduces the need for gate management. Community Integration: Option 2 promotes greater integration between the school and the community by maintaining open access to the reserve, fostering a shared use environment. Option 1 might isolate the school from the community, potentially affecting community relations. Accessibility: For Option 1, students' ability to access the reserve would be limited during school hours, while Option 2 provides a solution that maintains access for both the community and students, albeit through controlled entry points.

Recommendation: If the primary goal is to ensure that students have unrestricted access to the reserve and foster a strong community relationship, Option 2 appears to be the better choice. It maintains community access while providing a controlled environment to ensure student safety during school hours. However, if the priority is strict separation for security reasons, Option 1 would be more appropriate despite its impact on student access. Option 2 may only be a short-term control as MoE regulations are constantly being reviewed to ensure safety of students and built assets.

We have lived in our current house for 13yrs & back onto the school. We access the reserve at least daily for dog walking or our son going to school. The current gate from the reserve through to Williams Street is supposed to be kept open/locked outside of school hours - this has never happened. Our concerns with more fencing & gates, the school will not adhere to what they say they will & the current playground/fields/reserve will have even less access.

I walk through the Morcroft Reserve everyday after school hours from Williams St to the Beachvale housing. I think the children need the reserve to play in as a part of the education, outdoors playing is a important part of the young.

Preferred option 1 allowing local residents unimpeded access to/from Williams St at all times. Option 2 looks more cost effective

This is a public reserved that should not be fenced off it is used during the day often by pre schoolers for the play ground and others to cut through the public walkway by the school. The school CANNOT fence off a public reserve that rate payers own

Option 2 seems to be preferred at our house! Allison Crescent resident :)

So long as there is a gate to access Williams St out of school hours.

This option provides the optimum play area for the students who ultimately spend the most time utilising the land.

9/25/2024 09:37 AM

We have previously had a discussion about this and it was unanimously agreed the reserve should not be fenced. Fence off the school - non negotiable. Why are we the rate payers wasting more money on this topic again?! When addressing the thought of fencing off the reserve for the school purpose you also need to take into consideration the following facts: Presently the reserve is fully accessible to everyone and that includes mobility scooters, wheelchairs, scotters, cyclists, walkers and dogs. - A lot of people run their dogs freely chasing a ball or frizby. Putting in a 1.8 metre high fence will make accessing the Reserve less accessible to people with limited mobility. The School ruling around animals includes no dogs on school grounds. And this is for health reasons more than anything. Who wants to see their child play in an area where a dog has done their business. By the school being given permission to fence the reserve, will this also mean no dogs on the reserve as it is now to be part of the school grounds? At the end of the day we have already had a public meeting about the fencing off of the reserve and there is no reason still why this should change. For health and safety reasons to both the school and the children fence off the school only.

9/26/2024 10:16 AM

Option 2. - Provides a larger "safe" area for school use while still allowing public access. - Probably also a cheaper option than Option 1.

9/26/2024 07:20 AM

Land grab by Ministry of Education.

9/27/2024 11:11 AM

Moorcroft Reserve should be for the students as well as the neighbourhood. It has worked well to date since the Moorcroft Estate was formed, so why change it. I have dealings with Kaiapoi North School from time to time & it is great seeing the students being able to spread out - a fence would take that away if Option 1 was considered.

9/28/2024 07:17 AM

Currently the school playground & reserve appear as one space & I believe would not be pleasing to the eye or useful to the school & it's students especially for sports days & events by limiting the useful space.

9/28/2024 07:17 AM

We live close to Moorcroft Reserve and would like to continue with total access to the Reserve without having to be obstructed with gates

10/02/2024 09:19 AM

NOTE FROM IM: THE CUSTOMER TICKED NEITHER OF THE ABOVE BOXES I don't agree with either. We have been down this road before. The chair warmers at the WDC should know cant fence of reserves. Its all about getting funding for the school, not being a Govt requirement.

10/05/2024 08:40 PM

A fence to segregate the school will be costly and will impact the space the school kids will have on their breaks. Fence lng off the reserve makes much more sense.

10/08/2024 09:21 AM

I am fortunate in that my five children, ten of my grandchildren and five of my great grandchildren have attended Kaiapoi North school. My children attended before the addition of Moorcroft Reserve so I have been able to see the benefits the Reserve has offered the school. I have also lived opposite the Reserve entrance on Allison Crescent since shortly after the earthquake hit Kaiapoi and I have been able to observe the public and school use of the Reserve at close quarters. I believe that option two is the only sensible option (if I remember correctly it was when the fence proposal was considered a few years ago) as the current use at play and lunch time offers the children unobstructed use of the Reserve. A fence along the school boundary would severely affect access and the running of the junior school sports in particular. I have observed people accessing the Reserve mainly as a shortcut through to Williams Street both on foot and cycling. The actual number who access the reserve for recreation are very few and happen at all times of the night and day in small numbers but more people use the school playground equipment. The only person I have seen use the fitness course around the perimeter of the reserve (was daily for several years) has not been seen for some time. Currently cyclists have to open gates to pass through the Reserve so little will change but if option one was to be chosen both the eastern and western gates would still have to be negotiated with the western gate to Williams street which allows access via the school owned pathway which will need to have a 1.8 meter gate (to meet regulations) so any objection from cyclists would be rather hollow. Lastly in today's financial climate it is more responsible to opt for the more economical option two. As an afterthought the fence at the northern entrance might deter some parents from allowing underage children to walk or cycle to the reserve unattended as I have seen on several occasions. Only children old enough to open the gate would have access which offers greater security for small children.

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**WAIMAKARIRI DISTRICT COUNCIL****REPORT FOR DECISION**

**FILE NO and TRIM NO:** CPR 04-21-32 TRIM # 240913157321

**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD

**DATE OF MEETING:** 17th November 2024

**AUTHOR(S):** Julie Mason, Landscape Architect

**SUBJECT:** Approval to consult on Play Space Concept Plan for the Kaiapoi Community Hub

**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 approve the Community Hub Play Space Concept Plan within the Kaiapoi Community Hub. As part of this, staff are looking for approval to carry out consultation with Community Hub Stakeholders and residents within a 500m radius of the site.
- 1.2. Waimakariri District Council Playground Strategy has identified the adjacent NCF playground as due for renewal. Relocation of the NCF Playground was approved in a previous report that went to the board in October 2021
- 1.3. Three locations for the relocation of the NCF playground were considered in which staff also consulted on in October 2021. The results of this consultation identified that a space within the Community Hub Landscape Master Plan as the most suitable.
- 1.4. The Play Space Concept Plan includes elements of natural and traditional play features. These include a grassy mound, stage, swing seats for differing ages and abilities, climbing net, monkey bars and an accessible carousel. This concept plan has also been presented and discussed with the Community Hub Project Control Group (PCG). The PCG are supportive of the plan being consulted on with the community.
- 1.5. There is a combined budget of \$400,000 within year 2024/2025, from the Councils 2024-2034 Long Term Plan for the development of a play space within the Kaiapoi Community Hub. This funding is made up of \$165,000 allocated from the non-specified reserve enhancement budget and \$235,000 from Play Safety Surface/Equipment budgets. A cost estimate has been undertaken on the Play Space concept which comes in within budget at \$386,595.00 and includes a 15% contingency.

**Attachments:**

- i. The Community Hub Master Plan (Trim #2401022183259)
- ii. The Community Hub Play Space Concept Plan (Trim #241025186176)
- iii. Map of proposed consultation area within a 500m radius

**2. RECOMMENDATION**

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

- (a) **Receives** Report No. 240913157321.

- (b) **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 budgets.
- (c) **Notes** the playground at NCF relocation has already been approved by the Kaiapoi-Tuahiwi Community Board. Staff have assessed possible locations and believe the hub is the best location due to its proximity to residents, being more visible along with accessible.
- (d) **Notes** the current NCF playground equipment at the end of its useful life and needs to be decommissioned.
- (e) **Notes** the location within the Community Hub has been identified as the preferred location for a play space.
- (f) **Notes** a cost estimate has been undertaken on the Play Space Concept Plan which comes in within budget at \$386,595.00 and includes a 15% contingency fee.
- (g) **Approves** consultation with the Community Hub stakeholders and surrounding community within a 500m radius on the Community Hub Play Space Concept Plan (Appendix iii)
- (h) **Notes** that, following consultation a revised Community Hub Play Space Plan will be brought to the Board in early 2025 for consideration and seek approval for construction.
- (i) **Notes** the budget is set for the 2024/2025 financial year within the Long-Term Plan (LTP). The estimated project timeframe is for the Kaiapoi-Tuahiwi Community Board to approve staff to undertake consultation with the local community on the current concept plan in December 2024 with the intention of taking a revised concept plan meeting the communities consultation feedback in February 2025. Following this the tender process will be initiated and it is anticipated construction will start late May to early June, noting equipment specified is largely manufactured in the North Island. It is expected that 30% of the budget will be used within 2024/2025 financial year with the remaining 70% to be carried forward and completed within 2025/2026 financial year.

### 3. **BACKGROUND**

- 3.1. Waimakariri District Council Playground Strategy has identified the adjacent NCF playground as due for renewal. The playground equipment at NCF is also at the end of its useful life and needs to be decommissioned. Relocation of the NCF Playground was approved in a previous report that went to the board in October 2021.
- 3.2. Adjacent to NCF Park is the Kaiapoi Community Hub. This was proposed in The Kaiapoi Reserves Master Plan and consulted on through the 2020/2021 Annual Plan as a response to the Canterbury earthquakes where the Waimakariri District Council identified the need for a community hub to support recreation, hobby, social, and community groups. The hub aims to provide an accessible space for various community uses, enhancing the overall well-being and connectivity of the Kaiapoi community.
- 3.3. During prior consultation with the surrounding community on the Kaiapoi Community Hub concept, the potential need for a local play space possibly within the community hub area was one of the items identified as part of the feedback and staff noted potential synergies between the hub and the wider community.
- 3.4. Three locations for the relocation of the NCF playground were considered in which staff consulted on in 2021. The results of this consultation identified that a space within the Community Hub Landscape Master Plan (refer Appendix i) as the most suitable.
- 3.5. A combined total of \$400,000 has been allocated from funding from the LTP for the 2024/2025 financial year for a play space. This is made up of \$165,000 from the non-

specified reserve enhancement budget and \$235,000.00 from the Play Safety Surface/Equipment budgets for both the NCF playground replacement and Community Hub Play space. A cost estimate has been undertaken on the Play Space Conceptual Plan which comes in within budget at \$386,595.00 and includes a 15% contingency fee.

- 3.6. A preliminary draft concept plan of the site has been shown to the accessibility group with the objective to discuss and explore initial ideas and responses they would like to see within the Community Hub. These discussions have helped guide the design process and design responses that have been recommended within the Play Space Conceptual Plan (refer Appendix ii).
- 3.7. The concept plan has also been presented and discussed with the Community Hub Project Control Group (PCG). The PCG are supportive of the plan being consulted on with the community.
- 3.8. Staff are now seeking approval from the Kaiapoi -Tuahiwi Community Board to undertake consultation with the wider community and stakeholders to identify feedback on the concept plan before bringing a plan back to the Board for approval in early 2025.

#### **4. ISSUES AND OPTIONS**

- 4.1. There are a number of options available to the comm board which staff have detailed below and reflected within the recommendations of this report
- 4.2. **Option 1:** Approve the Community Hub Play Space Concept Plan. This is the preferred staff option as there is a level of service requirement for a play space for the community which was previously met by the existing play space at NCF Park. With the NCF park play space approved to be relocated to the Community Hub which was identified through consultation with the community and approved by the Kaiapoi -Tuahiwi Community Board as part of the approval of the Master Plan for the Kaiapoi Community Hub.

There is a strong focus from the accessibility group and some local residents to bring the play space in line with current best practices in terms of accessibility and inclusivity and it is important that the playground meets CPTED (Crime Prevention Through Environmental Design) principals and is easily visible to the community in relation to surveillance.

The concept of what 'Play' and 'Play Spaces' look like has evolved over the years. Play features are no longer limited to just basic equipment restricted within the confines of a box. This evolution creates an opportunity to explore different responses and focus on providing more holistic and diverse responses to play than what has previously been considered the norm.

By creating a space to bring the wider community into, we would be creating opportunities for social interaction between the local community and the wider hub users. This can help build community cohesion and increase the use of the hub as the community sees what it offers.

#### **Concept Plan**

Greenspace staff have considered the following outcomes in order to drive the design of the play space within the Community Hub

#### **Connectivity**

Careful consideration has been made to make the site functional and connected. The location of the play space is both visible and easily accessible from the road to the wider community and connectivity has been achieved through creating a series of access points via accessible pathways and/or lawn areas that interconnect with each other. The

activation platform which could be utilised for performances faces into the central lawn area and draws users into the hub area also.

### **Accessibility**

Staff have addressed accessibility to ensure the space appeals to a wider reach of users. achieved by inclusion of accessibility features throughout the space.

### **Visibility**

CPTED principles have been carefully considered through ensuring the play space is visible from the footpath, roadside and central Hub lawn area. Garden beds will be planted with low species and a selection of deciduous trees are located where sight lines will not be impaired due to the deciduous nature of the species but will function to provide natural shade as intended in the hot summer months.

### **Natural Play**

The play space has been integrated into the landscape through incorporating features such as fun accessible pathways meandering through garden beds and lawn areas. Stepping logs also intersect with garden beds and a grassy mound leading up to a central stage with the intention of promoting natural play and to invoke imagination throughout.

### **Traditional Play**

The proposed play space also includes a number of more traditional play features such as a five bay swing set including a basket swing, accessible carousel, climbing net and monkey bars.

### **Picnic Tables/Seating**

There are two existing picnic tables and one bench seat currently in NCF park. These are in good condition; it is intended to relocate these to the site providing picnic and seating options further inviting the wider community into the site.

- 4.3. **Option 2:** Not approve the Community Hub Play Space Concept Plan. This is not recommended as there is a level of service requirement for a play space for the community which was previously met by the existing play space at NCF Park. With the NCF park site now no longer appropriate for a play space the location within the Community Hub was identified through consultation with the community and approved by the Kaiapoi Tuahiwi Community Board as part of the approval of the Master Plan for the Kaiapoi Community Hub.
- 4.4. **Option 3:** The Kaiapoi-Tuahiwi Community Board can request staff make changes to the concept plan prior to it being released for consultation. This is not the recommended option as it is important for the community to have the opportunity and provide feedback on the proposed concept plan to see if it is what they would like to see in their community play space along with find out if there is anything else they would like considered. As the cost estimate for the proposed concept comes in on budget and there is a set budget available within the current year it is important that this process is undertaken with minimal delays to ensure the best result for the community can be achieved. Any changes to the concept plan will also extend the timeframe of when it can go out for consultation. These changes may also trigger budget changes which will then need to be reported up to Council for approval.
- 4.5. **Implications for Community Wellbeing**
- There are implications on community wellbeing by the issues and options that are the subject matter of this report.

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

## **5. COMMUNITY VIEWS**

### **5.1. Mana whenua**

Te Ngāi Tūāhuriri hapū may have an interest in the subject matter of this report as the existing NCF playground is adjacent to the Mahinga Kai/Huria Reserve area, land leased by the Te Kohaka o Tuhaitara Trust. As per our standard procedure, a project brief and concept plan will be provided to the Rūnanga through Mahaanui Kurataiao as part of the consultation process.

### **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. This includes the present key user groups who located at the Hub as well as other potential groups who have identified a wish to establish their own base on the hub site. Engagement with these groups as part of this consultation will be important to ensure that the proposed design doesn't have unintended impacts on the wider use of the Hub by groups or visitors.

### **5.3 The Wider Community**

The wider community is likely to be affected by, or to have an interest in the subject matter of this report. As a replacement of the NCF Playground, this play space is important to meet the levels of service for this community. Engagement with this community is therefore important to receive feedback and understand if the proposed play space meets the needs and expectations of the community and identify any opportunities for this to be improved.

No specific consultation has been undertaken with the wider community to date regarding the development of this plan and the recommendations would allow staff to understand community views and ideas on the current proposal through community consultation.

## **6. OTHER IMPLICATIONS AND RISK MANAGEMENT**

### **6.1. Financial Implications**

There are financial implications regarding the implementation of the concept plan for the Kaiapoi Community Hub Play Space.

- 6.2. This budget is included in year 2024/2025 of the Long Term Plan with \$400,000 allocated to the development of a play space within the Community Hub area. This is made up of \$165,000 from the Non-specified Reserves Enhancement budget and \$235,000 from play safety/surface equipment budget. This has been approved by the Community and Recreation Committee and by Council as part of the Recreation Capital Works Program. A cost estimate has been undertaken on the Play Space Concept Plan which comes in within budget at \$386,595.00 and includes a 15% contingency fee. It is expected that 30% of the budget will be used within 2024/2025 financial year with the remaining 70% to be carried forward and completed within 2025/2026 financial year.

- (j) Following consultation staff will develop a revised plan which will consider consultation feedback and be presented to the Board for approval to implement in early 2025. Therefore, the budget will be carried forward to 2025/2026.

### **6.3. Sustainability and Climate Change Impacts**

The recommendations in this report do have sustainability and/or climate change impacts. Sustainability is about more than protecting our resources, it encompasses everything from energy and material use to ensuring that our people can live healthy and fruitful lives.

The play space has been designed with ecological and environmental principles in mind. Pollinator paths incorporating indigenous plant species, natural play philosophy, re use of materials where possible from NCF park such as picnic tables and bench seat along with using locally sourced and/or built equipment has all been prescribed where possible.

#### 6.4. **Risk Management**

There are risks arising from the adoption/implementation of the recommendations in this report. There is a risk that consultation feedback may show that the public are not supportive of aspects of the plan. Staff will take this into account and adapt the plan where practical to suit the results of the feedback received and will provide a summary of all feedback to the Board along with the revised plan for consideration.

#### 6.5. **Health and Safety**

There are no direct health and safety risks arising from the adoption/implementation of the recommendations in this report as at this point staff are only seeking approval to consult with the wider community and stakeholders.

## 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**

New Zealand Standards 5828.2015: Playground equipment and surfacing  
Reserves Act 1977  
Local Government Act 2002

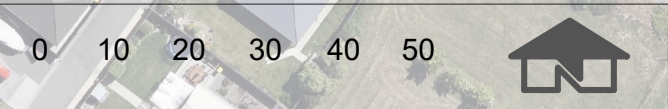
### 7.3. **Consistency with Community Outcomes**

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

- *There is a wide variety of public places and spaces to meet people's needs.*
- *There are wide-ranging opportunities for people to enjoy the outdoors.*
- *The accessibility of community and recreation facilities meet the changing needs of our community.*

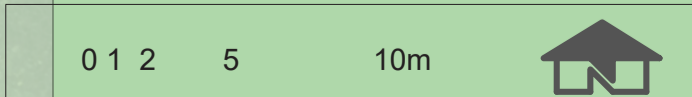
### 7.4. **Authorising Delegations**

The Kaiapoi Tuahiwi Community Board have the delegation to approve The Community Hub Overall Play Space Concept Plan and Greenspace staff to undertake community consultation.



KAIAPOI COMMUNITY HUB  
MASTER PLAN

DATE: 23/10/24  
REVISION: A  
TRIM:2401022183259



KAIAPOI COMMUNITY HUB  
PLAYSPACE CONCEPT PLAN

DATE: 23/10/24  
REVISION: A  
TRIM: 241025186176





Consultation within 500m Radius

**B Cairns**

- Attended the Woodend School Fair – well organised and well attended.
- Parking Enquiry by Design – reviewed Kaiapoi and Rangiora parking. The need for change was in Rangiora at this stage.
- Attended Youth Council meeting – wonderful group of young people, who spoke about what they had achieved with their river clean ups.
- Attended Food Secure North Canterbury Meeting – lower volume of food coming from supermarkets, however supplies would be supplemented from the likes of Oxford Lions and Woodend Lions would also be helping.
- North Canterbury Neighbourhood Support – database provider was doing a large upgrade which would be of benefit to users.
- Darnley Club Annual General Meeting – a wonderful group dedicated to caring for the elderly daily.
- Attended the Kaiapoi Garden Club – had recently planted Ash Trees in front of Kaiapoi Fire Brigade.
- Attended Waimakariri Access Group Meeting – would be making a submission on Environment Canterbury Public Transport Plan. Were hoping to have Aspire attend an upcoming meeting with gadgets to make daily life easier for those with disabilities.
- Attended and donated a number of trees for the residents of Silverstream to plant along the river.
- Attended Down by the Rivers latest event which combined art and music at Eyreton Hall.
- Attended Rangiora Museum Meeting – Council was to employ a consultant that could help with storage.
- Attended Waiora Links event where Liz from Death Café spoke.
- Attended Big Brother Big Sisters fundraising event – was wonderfully run and made certain that everyone who attended donated.
- Attended an Enterprise North Canterbury and Ministry of Social Development (MSD) hosted event regarding employment. MSD was promoted as a vulnerable resource when it came to assisting employers and employees to connect and provide funding.
- Attended Springston Trophy – huge event with riders and supporters from all over the South Island. Was a great event for the district.
- Attended Community Networking meeting – Woodend looked like it would get a satellite doctors surgery. There were still emerging issues with people accessing health care and a lack of doctors. Higher levels of training for some nurses would fill the gaps.
- Budgeting services were under pressure with people coming to them with rent arrears, mortgage arrears and a number suffering under pressure from secondary loan providers.
- Citizens Advice Bureau had provided advice about legal and Government 119 times. Consumer related 666 times and family related 41 times in the last month.
- Oranga Tamariki had nationally lost 600 staff, locally they housed children from seven to 18 years. they were always looking for carers.
- Attended Repurpose Pals workshop – was a new business wanting to reduce waste to landfill.
- Attended North Canterbury Inclusive Sports Festival helping to take photos.
- Attended Batter Women's Trust fundraising event with his wife – the police in Canterbury received on average 37 calls per day from women needing to leave their homes.

## KAIAPOI-TUAHIWI COMMUNITY BOARD

## MEMBERS INFORMATION EXCHANGE

For the month of October 2024

Member' Name: Philip Redmond

MEMBER'S DIARY		DISCUSSION POINTS
Date	Events members have attended	Community Feedback/Issues Raised
2 October	Central Rural Drainage Advisory Group	Ashley River mouth changes in sandbar and river gravel levels
3 October	Rangiora Art Society Spring Exhibition Opening Night	Over 70 local artists work on display
4 October	Silverstream Boulevard	Resident's concerns about judder bars – options being considered
5 October	Woodend Flower Show	Usual high standard of entries and outdoor stalls
8 October	Waimakariri Health Advisory meeting	Two applicants for Chair interviewed by Tessa and myself – both excellent backgrounds
9 October	Ronal's Cuppa – Pegasus	Numbers down
	Older Persons Expo – RSA	
	Central Rural Drainage Advisory Group	
10 October	Mayors Community Service Awards at the Town Hall	Wide range of recipients acknowledged
11 October	Passchendaele Memorial Service – Kaiapoi Memorial Reserve	Arranged by Kaiapoi's RSA I learnt the role of mud in WWI
	Rotary Club of Rangiora Book Sale	Helped out for the afternoon. Major fundraiser for community benefit
16 October	Road Safety Committee	Chaired meeting, NZTA representative unable to attend due to staffing cutbacks
	WSP – Future of Canterbury	Interesting panel discussion included Mayor Sam Broughton, John O'Hagan Crown Infrastructure and Lynette Ellis, Transport and Waste Management at Christchurch City Council plus others from WSP
17 October	Clareville Rural Drainage Advisory Group	Budget and drain maintenance delivered – Members happy with both
20 October	YDOT Fun Day at Courtenay Drive	Excellent activities and vendors but small crowd – well organised
	Pegasus Community Emergency Hub	Drop in – reasonably well attended
21 October	District Licencing Committee training	
	Road Reserve Hearing	Grazing berms to be regulated
23 – 25 October	Zone 5 and ^ Conference – Dunedin	Attended with Deputy Mayor Atkinson. Excellent topics including Toumota Arowai, NZMCA, Waitaha Health – Rural network, the Dunedin study CDEM community hubs (Wellington) natural hazards, and

		Nick Smith Chair LGNZ Electoral Reform Working Group. Slides available on request.
30 October	Road Reserve Management Policy Hearing	Agreed on final draft to go to the Council in December 2024. Recommended exemption process for roadside grazing, Utilities and Rooding arbiter.
31 October	Otautahi Community Housing Trust annual review	Attended with Deputy Mayor Atkinson – the Trust is receptive to assisting the Council with housing models. The Trust has been operating for eight years and looks after CCC rentals
2 November	North Canterbury Sport and Recreation Trust	Bi-annual sports awards. Well attended and some awesome awards to coaches and sportsmen and administrators.