

Agenda

Kaiapoi-Tuahiwī Community Board

Monday 17 February 2025

4pm

Kaikanui Room
Ruatanīwha Kaiapoi Civic Centre
176 Williams Street, Kaiapoi

Members:

Jackie Watson (Chairperson)

Sandra Stewart (Deputy Chairperson)

Neville Atkinson

Tim Bartle

Al Blackie

Tracey Blair

Russell Keetley

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

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

	<u>BUSINESS</u>	<i>PAGES</i>
1	<u>APOLOGIES</u>	
2	<u>CONFLICTS OF INTEREST</u>	
3	<u>CONFIRMATION OF MINUTES</u>	
3.1	<u>Minutes of the Kaiapoi-Tuahwi Community Board – 18 November 2024</u>	10-23
	<i>RECOMMENDATION</i>	
	THAT the Kaiapoi-Tuahwi Community Board:	
	(a) Confirms the circulated Minutes of the Kaiapoi-Tuahwi Community Board meeting, held 18 November 2024, as a true and accurate record.	
3.2	<u>Matters Arising (From Minutes)</u>	
3.3	<u>Notes of the Kaiapoi-Tuahwi Community Board Workshop – 18 November 2024</u>	24-26
	<i>RECOMMENDATION</i>	
	THAT the Kaiapoi-Tuahwi Community Board:	
	(a) Receives the circulated Notes of the Kaiapoi-Tuahwi Community Board Workshop, held 18 November 2024, as a true and accurate record.	
3.4	<u>Notes of the Kaiapoi-Tuahwi Community Board Workshop – 25 November 2024</u>	27
	<i>RECOMMENDATION</i>	
	THAT the Kaiapoi-Tuahwi Community Board:	
	(a) Receives the circulated Notes of the Kaiapoi-Tuahwi Community Board Workshop, held 25 November 2024, as a true and accurate record.	
4	<u>DEPUTATIONS AND PRESENTATIONS</u>	
	Nil.	
5	<u>ADJOURNED BUSINESS</u>	
	Nil.	

6 REPORTS

6.1 Charles Street – Approval of the Scheme Design and Proposed Relocation of a Mobility Park – Kieran Straw (Civil Projects Team Leader), Joanne McBride (Roothing and Transportation Manager) and Ducan Roxborough (Strategic and Special Projects Manager)

28-36

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

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

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities and Roothing Committee:

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

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

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

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the District Plan and Regulation Committee:

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

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

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

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

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

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

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

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

37-42

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** Report No. 250122009850.

AND EITHER:

(b) **Supports** the request to close Williams Street, between Hilton Street and Charles Street for the Kaiapoi ANZAC Dawn Service

(c) **Notes** that the additional cost associated with the closure of Williams St is estimated to be around \$700.

OR

(d) **Does not Support** the request to close Williams Street, between Hilton Street and Charles Street for the Kaiapoi ANZAC Dawn Service and retains the status quo.

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

43-62

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

(a) **Receives** Report No. TRIM 250205018965.

(b) **Approves** the Norman Kirk Park Play Space Master Plan for implementation (TRIM 250205019239).

(c) **Approves** the Currie Park Play Space Master Plan for implementation (TRIM 250205019244).

(d) **Notes** that should there be sufficient remaining project contingency budget, staff will utilise this to decrease the amount of bark safety surface by utilising the more accessible rubber safety surface in the Norman Kirk Play Space. (TRIM 250205019239).

(e) **Notes** that \$300,000 is allocated to this project in Councils Long Term Plan, to be spent during the 2024 / 25 financial year. The allocation includes \$191,816 from the Play Safety/Surface Equipment and \$108,184 for Non-specified Reserve Enhancements Budget and was approved by Council as part of the Greenspace Capital Work Programme in 2024.

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

63-85

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** report No. 241114201554.
- (b) **Approves** a grant of \$..... to the Waimakariri Outrigger Canoe Club towards the purchase of paddles and lifejackets.

OR

- (c) **Declines** the application from the Waimakariri Outrigger Canoe Club.
- (d) **Approves** a grant of \$..... to Silverstream Reserve and Down by the River for small donations for musicians participating in the event.

OR

- (e) **Declines** the application from Silverstream Reserve and Down by the River.

7 CORRESPONDENCE

Nil.

8 CHAIRPERSON'S REPORT

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

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 7 November 2024.**

9.2 **Woodend-Sefton Community Board Meeting Minutes 11 November 2024.**

9.3 **Rangiora-Ashley Community Board Meeting Minutes 13 November 2024.**

9.4 **Annual Report for Te Kohaka o Tuhaitara Trust for the year ended 30 June 2024 – Report to Audit and Risk Committee Meeting 12 November 2024 – Circulates to all Boards**

9.5 **Amended Roding Capital Works Programme for Approval – Report to Utilities and Roding Committee Meeting 19 November 2024 – Circulates to all Boards**

9.6 **July 2023 Flood Recovery Progress Update – Report to Utilities and Roding Committee Meeting 19 November 2024 – Circulates to all Boards**

9.7 **Eastern District Sewer Scheme and Oxford Sewer Scheme Annual Compliance Reports 2023/24 – Report to Utilities and Roding Committee Meeting 19 November 2024 – Circulates to all Boards**

9.8 **Water Quality and Compliance Annual Report 2023/24 – Report to Utilities and Roding Committee Meeting 19 November 2024 – Circulates to all Boards.**

- 9.9 [Arohatia te Awa Programme of Works – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards](#)
- 9.10 [Fee Waiver Grants Scheme Update – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards](#)
- 9.11 [Aquatics November Report – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards](#)
- 9.12 [Community Team Year in Review Report 2023/24 – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards](#)
- 9.13 [Libraries Update from 5 September to 14 November 2024 – Report to Community and Recreation Committee Meeting 26 November 2024 – Circulates to all Boards](#)
- 9.14 [Oxford-Ohoka Community Board Meeting Minutes 4 December 2024.](#)
- 9.15 [Woodend-Sefton Community Board Meeting Minutes 3 December 2024.](#)
- 9.16 [Rangiora-Ashley Community Board Meeting Minutes 11 December 2024.](#)
- 9.17 [Woodend-Sefton Community Board Meeting Minutes 12 December 2024.](#)
- 9.18 [Parking Bylaw 2019 Section 155 Review Assessment – Report to Council Meeting 3 December 2024 – Circulates to all Boards](#)
- 9.19 [Adoption of Road Reserve Management Policy with Revisions - Report to Council Meeting 3 December 2024 - Circulates to all Boards](#)
- 9.20 [Health, Safety and Wellbeing Report November 2024 – Report to Council Meeting 3 December 2024 – Circulates to all Boards](#)
- 9.21 [Annual Report and audited accounts for Enterprise North Canterbury for the year ended 30 June 2024 and Promotion of Waimakariri District Business Plan Report to June 2024 – Report to Audit and Risk Committee Meeting 10 December 2024 – Circulates to all Boards](#)
- 9.22 [School Cycle Skills Education Programme “Cycle Sense” – Report to Utilities and Roothing Committee Meeting 10 December 2024 – Circulates to all Boards](#)
- 9.23 [Herbicide Update and Usage by Council and Contractors in 2023/24 – Report to utilities and Roothing Committee Meeting 10 December 2024 – Circulates to all Boards](#)
- 9.24 [Rangiora Stormwater Annual Report 2023/24 and Monitoring Programme Report 2023/24 – Report to Utilities and Roothing Committee Meeting 10 December 2024 – Circulates to all Boards](#)
- 9.25 [Approval to Enter into Agreement with Auto Stewardship New Zealand for Removal of Tyres Under the Tyrewise Product Stewardship Scheme – Report to Management Team Operations Meeting – Circulates to all Boards](#)

RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board

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

Note:

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

10 MEMBERS' INFORMATION EXCHANGE

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

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

11 CONSULTATION PROJECTS

11.1 Libraries Survey 2024-25

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

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

Consultation closes 13 March 2025.

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

12 BOARD FUNDING UPDATE

12.1 Board Discretionary Grant

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

12.2 General Landscaping Budget

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

13 MEDIA ITEMS

14 QUESTIONS UNDER STANDING ORDERS

15 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

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

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

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

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

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

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

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

NEXT MEETING

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

Workshop

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

Briefing

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

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, 18 NOVEMBER 2024, AT 4PM.

PRESENT

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

IN ATTENDANCE

B Cairns (Kaiapoi-Woodend Ward Councillors).

C Brown (General Manager Community and Recreation), D Roxborough (Strategic and Special Projects Leader), C Taylor-Claude (Parks Officer), G Stephens (Greenspace Design and Planning Team Leader), J Mason (Landscape Architect) I Clark (Project Manager), S Srinivasan (Project Engineer), T Stableford (Landscape Architect), S Binder (Senior Transportation Engineer), B Dollery (Ecologist – Biodiversity) and A Connor (Governance Support Officer).

There were six members of the public present.

1 APOLOGIES

Moved: A Blackie

Seconded: T Bartle

THAT apologies for absence be received and sustained from Deputy Mayor N Atkinson and Councillor P Redmond.

CARRIED

2 CONFLICTS OF INTEREST

Item 6.2 B Cairns declared a conflict of interest as he served as a trustee on the Kaiapoi Food Forest Trust.

3 CONFIRMATION OF MINUTES

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

Moved: J Watson

Seconded: R Keetley

THAT the Kaiapoi-Tuahiwi Community Board:

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

CARRIED

3.2 Matters Arising (From Minutes)

S Stewart requested an update on the report on the saline incursion in the Kaiapoi River and the data collected by Environment Canterbury (ECan) from the data loggers in the Kaiapoi River.

A Blackie reported that Deputy Mayor Atkinson had met with ECan to discuss the matter. ECan was onboard with the Council's requests for modelling to be led by them to establish the key drivers of saline incursions in the Kaiapoi and Ruataniwha Cam Rivers and to determine and employ methods to monitor water quality and aquatic ecology trends of the tidal section of the Kaiapoi River.

The Board requested to be kept abreast of the work and testing that ECan was doing in the Kaiapoi River, with a report back at the next Board meeting.

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

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

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

CARRIED

4 **DEPUTATIONS AND PRESENTATIONS**

4.1 **Water Access Issues at Murphy Park – W Blakely, T Keys and F Moore – St Margarets College Rowing**

W Blakely noted that they, as parents of rowers, sought the Board's support to install a pontoon to make safer access to the water at Murphy Park for all users. They would be working closely with the Council and were willing to co-fund the project. W Blakely confirmed that the pontoon would be accessible to the public.

T Keys showed photos of the low tide experienced in February 2023. The rowers were standing in mud and silt while accessing the Kaiapoi River. Parents' main concern was health and safety as the rowers could be injured by objects stuck in mud. She commented that lots of different people now used this facility and the access to the river had not been upgraded, despite requests since 2016.

W Blakely explained that the proposal was to remove the concrete blocks, restore the beach to its natural environment, and install a floating pontoon with two access ramps, one on each end. It was anticipated that rowers and other people could use the floating pontoon for recreational activities. They were currently investigating two possible options: a kit set option from Canada, or potentially designing a boutique-type one. It would depend on what would be most cost-effective and the most sturdy option for handling high flows in the river.

J Watson questioned if the group had been working with the Council. W Blakely confirmed that they had a couple of really good, productive meetings with the staff, with everyone focusing on the end results. The next stage would be applying to ECan for consent.

S Stewart enquired when the floating pontoon would be installed. W Blakely replied that it would depend on the ECan's consent process; however, it was hoped that they could commence work next summer.

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

D Kingi-Patterson advised that she had been developing film productions; however, there was no funding available. She would be hosting some screen production workshops in Christchurch and Kaiapoi to generate interest. D Kingi-Patterson was also investigating the possibility of hosting a doll exhibition in Kaiapoi, where not only her extensive collection would be displayed, but also other local residents' doll collections, and maybe bears as well. She had also written various plays that could be staged as part of the doll exhibition project.

Responding to a question from A Blackie, D Kingi-Patterson noted that she believed that the Anglican Church Hall on Cass Street would be ideal for the doll exhibition.

J Watson wished D Kingi-Patterson well in her endeavours, noting that the Kaiapoi community always welcomed new events.

5 **ADJOURNED BUSINESS**

Nil.

6 **REPORTS**

6.1 **Charles Street Dump Station Location – K Straw (Civil Projects Team Leader), S Srinivasan (Project Engineer) and D Roxborough (Strategic and Special Projects Manager)**

S Srinivasan presented a report which sought the Board's approval for the upgrading of the Kaiapoi Caravan Dump Station in Charles Street, Kaiapoi. Staff had assessed multiple alternative sites and workshopped these with the Board on 16 September 2024. The outcome of the workshop indicated that the upgrade of the existing site was the preferred option. After the workshop, staff completed the Kaiapoi Caravan Dump Station Scheme Design, which was endorsed by the New Zealand Motor Caravan Association (NZMCA). The NZMCA would also contribute \$25,000 to the upgrading of the Caravan Dump Station.

D Roxborough noted that the staff believed that the proposed Kaiapoi Caravan Dump Station design was sufficient to ensure a future-proof dump station. Staff were confident that, with the contribution of the NZMCA, it would be able to complete the project within budget.

There were no questions from elected members.

Moved: A Blackie

Seconded: T Bartle

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 supports 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 the Car and Boat Trailer Parking Account (PJ 101542.000.5223), which has a budget of \$125,000, 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.

CARRIED

A Blackie supported the motion; which he believed was the best location for a caravan dump station, as well as being the most cost-effective option. Thinking ahead, the Council may be able to install water and power to the boat restoration project and the proposed trailer park.

T Bartle concurred with the comments made by A Blackie and supported the motion.

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

Having previously declared a conflict of interest, B Cains sat back from the table and did not partake in the consideration of the report.

C Taylor-Claude noted that in December 2023, the Board approved the construction of the Food Forest shelter and toilet, which the Council had endorsed in February 2024. The Food Forest Trust currently had a capital grant fund of \$40,000, which they wished to utilise for the construction of the shelter. She reported that the Food Forest Trust was planning on contracting a local travel trust to build the shelter to reduce costs and allow for a collaborative community project. As part of the initial construction of the shelter, a large concrete pad and associated work were planned to be carried out before Christmas 2024, and the Food Forest would like to put \$40,000 towards the initiative.

C Taylor-Claude advised that if the Board was to approve the use of the \$40,000 before the total funds had been acquired, there was a risk that the concrete slab would be on the site without the rest of the shelter until alternative funding was secured. Noting that the total estimated cost of the project was \$240,000 and the Trust needed to acquire approximately \$163,000.

J Watson enquired how the Food Forest Trust would be raising the remaining funds required. C Taylor-Claude advised that the Trust would be applying for grant funding to organisations such as the Lottery Grants Board, which could take a long time.

S Stewart questioned how the Board would protect its investment if it agreed to the \$40,000 being used for the installation of the slab, if it took the Food Forest Trust a long time to raise the remaining funds. C Brown noted that there was no guarantee, as it was a risk that the Board would have to take. On the one hand, if the Board agreed the Trust would be able to secure a good deal currently for the pouring of concrete. However, there was the risk of the Trust not being able to secure the additional funding and, therefore, not finishing the project.

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahivi 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 the Council. This fund is for the development of infrastructure on the site that contributes to and supports their activities. The Council holds this fund 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.
- (e) **Notes** that the total estimated cost for the shelter and toilet is \$240,000.
- (f) **Notes** that the Food Forest Trust is applying for funding for the shelter and toilet from Lottery Grants, hence why the recommendation is up to the amount. If the application is unsuccessful, the Trust would need to source alternative funding.
- (g) **Notes** that once funding is secured, it is expected the education shelter and toilet will be built in three to four months. At this time, the Food Forest Trust will update the Community Board on the project's timeline and send communication to the wider community.
- (h) **Notes** that in December 2023, the construction of an education shelter, including a toilet at the Kaiapoi Food Forest, was approved by the Kaiapoi-Tuahivi Community Board (Trim: 231211198296) and by the Council in February 2024 (Trim: 240205016249).

CARRIED

J Watson supported the motion as the Board and the Council had previously approved the construction of the Food Forest shelter. She believed the construction of an education shelter, including a toilet, would benefit the Kaiapoi Food Forest. However, she noted that the Trust had extensive work to do to secure the remainder of the funding.

A Blackie supported the motion and noted that the Trust would be able to secure a really good deal at the moment with a local contractor. He believed the risk of the shelter not being constructed was minor, as the Food Forest was dedicated to the project.

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

G Stephens was in attendance and took the report as read. However, he explained that the community was consulted on the options of the fencing of Kaiapoi North School and potentially Moorcroft Reserve; however, only 22 responses were received. Of these, nine were in support of Option One and 13 were in support of Option Two. While from a quantitative perspective, there was a small majority expressing a preference for Option 2, the Council typically focuses more on qualitative responses when it comes to engagement. This assisted the Council in understanding the “why” behind public opinions and what mitigation techniques may be required for either option or was crucial for effective engagement. The main public concern seemed to be accessibility to Moorcroft Reserve.

T Bartle sought clarity on why Option 2 was considered inconsistent with the outcomes of the Neighbourhood Reserves Management Plan. G Stephens noted that the plan included a number of levels of service and management objectives relating to neighbourhood reserves. The relevant sections in which Option Two was not consistent with the plan were included in the report and included visual impact, not being inviting to the public, and limiting public accessibility.

In response to a question from T Bartle, C Brown advised that the Board do not have the authority to disregard the Neighbourhood Reserves Management Plan. It would have to go through the public process of amending the plan.

J Watson enquired if there were examples of other schools using public reserves and whether the reserves were fenced off. G Stephens noted that it was common in the Waimakariri District that schools used adjoining public reserves. However, none of the reserves had been fenced in, despite previous requests from schools.

A Blackie questioned how severe the Kaiapoi North School's challenges were with children leaving the school grounds without authority. J Miles, Principal of Kaiapoi North School, noted that the school had several children leaving the school grounds without warning. This year, the school had two such students, and safety was a concern. The number of children running away seemed to be increasing. J Miles explained that the Ministry of Education did not want to keep funding Teacher Aids to monitor children with special needs. Currently, the children had adult supervision funded by the Ministry of Education and the school. The Ministry of Education was funding the installation of the fence so that they did not need to continue funding Teacher Aids and so that the school could be confident that if the child leaves a room, they were not able to leave the school grounds

Moved: T Bartle

Seconded: S Stewart

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 for 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** that the Ministry of Education has 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 the Ministry of Education.
- (f) **Approves** the erection of a 1.8-meter-high fence along the northern boundary of the school with gates providing access from the school into Moorcroft Reserve.
- (g) **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
- (h) **Circulates** report to the other Community Boards for information.

CARRIED

T Bartle noted that the Board could not go against the provisions of the Neighbourhood Reserves Management Plan. Also, the public perception of a fence going up around Moorcroft Reserve was negative.

S Stewart thanked staff for an excellent report, which outlined in detail the issues in front of the Board and the applicable Council policies. She understood the school's predicament, and the school had the privilege of being able to easily use the reserve. However, erecting a fence along the northern and eastern boundaries of Moorcroft Reserve was perceived negatively as far as the privatisation of what is a public reserve. She did not believe the public should be negatively impacted by having to go over and above to access a public space that they paid for. The onus should be on the school to put in place the management to allow the students to use the reserve. S Stewart supported the erection of a fence along the school boundary.

A Blackie reluctantly supported the motion, noting that the Ministry of Education should address the problems being experienced by Kaiapoi North School. However, this seemed to be the best solution for a challenging situation.

B Cains expressed his disappointment that students would be limited from using the whole beautiful open space, which they previously had access to. It was sad that the area was being cut in half by a decision by the Ministry of Education.

J Watson concurred with previous speakers, noting that she was disappointed that the school needed to be fenced, as it was a sad indictment on society. However, she believed that public access to Moorcroft Reserve was important, and the students could still access the reserve during the school day under supervision. J Watson, therefore, supported the motion.

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

J Mason presented a report which sought the Board's approval to consult on the Community Hub Play Space Concept Plan (Trim ref: 241025186176). She had been in discussion with the Waimakariri Access Group regarding making the space accessible for the whole community. There was a budget of \$400,000 in the Long Term Plan and staff expected to complete the project well within the budget.

S Stewart questioned if the consultation area could be expanded and if staff would be welcome to responses from outside the proposed consultation area. J Mason replied staff would definitely welcome feedback from the wider community however they did need to meet a level of service for the area the play space was replacing.

B Cairns asked if any consideration had been given to advice from Urban95 when designing the play space. J Mason noted she had not had the opportunity to speak to staff who attended the Urban95 workshop however principles for play did not fit into one small box.

In response to a further question from B Cairns, J Mason explained an accessible carousel was a merry-go-round level to the ground which a wheelchair could roll onto and spin around. She noted there was currently one installed at Owen Stalker Park in Woodend. It would be marketed as an accessible playground and the Waimakariri Access Group was very excited to have more options throughout the district.

Moved: J Watson

Seconded: A Blackie

THAT the Kaiapoi-Tuahwi 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-Tuahwi 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-Tuahwi 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.

CARRIED

J Watson stated the project sounded fantastic and had no hesitation in supporting the motion.

A Blackie praised the staff for their excellent work and felt the new play space would significantly improve upon the current NFC playground. He supported the project, noting that it would replace a playground that was not fit for purpose and unusable during and after rain.

7 CORRESPONDENCE

Nil.

8 CHAIRPERSON'S REPORT

8.1 Chairperson's Report for September 2024

Attended the Youth Development Grant meeting where the fund was given to a wonderful project run by Ruby Wilson which provided workshops for youth leaders within the district. She had previously received the fund however was the only applicant to apply this year and the Committee felt it was a worthwhile project to fund again.

Attended the Kaiapoi Community Garden Open Day.

Attended North Canterbury Neighbourhood Support Annual General Meeting. they were feeling the restrictions of belonging to a national body rather than operating independently.

Attended the Marine Reserve meeting. It was a worthwhile meeting and was exciting to see more happening along the Kaiapoi River.

Attended the Fairy Forest opening.

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board:

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

CARRIED

9 MATTERS REFERRED FOR INFORMATION

9.1 Oxford-Ohoka Community Board Meeting Minutes 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 Roading Committee 15 October 2024 – Circulates to all Boards

Moved: J Watson

Seconded: T Bartle

THAT the Kaiapoi-Tuahiwi Community Board

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

CARRIED

10 **MEMBERS' INFORMATION EXCHANGE**

A Blackie

- Had been busy standing in as Deputy Mayor while Mayor Gordon was overseas and Deputy Mayor Atkinson had stepped up into the Mayoral role.
- Attended the Pines Beach Fairy Forest opening.

T Bartle

- Attended North Canterbury Neighbourhood Support Annual General Meeting. It was quieter than previous years.
- Attended Kaiapoi Promotions Association meeting.

T Blair

- The Darnley Club garage had been installed.

Brent Cairns

- Attended the Woodend School Fair, was 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. were a 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 by 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 – 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 to Environment Canterbury on their 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 would help with storage.
- Attended Waiora Links event where Liz from Death Café spoke.
- Attended Big Brother Big Sister fundraising event – was wonderfully run and made certain the everyone who attended donated.
- Attended an Enterprise North Canterbury and Ministry of Social Development (MSD) event regarding employment. MSD was promoted as a valuable resource when it came to assisting employers and employees to connect and provide funding.

- Attended Springston Trophy – huge event with riders and supports 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 ere still some emerging issues with people accessing health care and a lack of doctors. Higher levels of training for some burses 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.
- Orange Tamariki had national lost 600 staff, locally they housed children from seven to 18 years. They were always looking for carers.
- Attended Repurpose Pals workshop. They were a new business wanting to reduce waste to landfill.
- Attended North Canterbury Inclusive Sports Festival helping to take photos.
- Attended Battered Women’s Trust fundraising event with his wife – the police in Canterbury received on average 37 calls per day from women needing t leave their homes.

S Stewart

- GreyPower were still struggling with the lack of health services.
- Kaiapoi Promotions Association were tracking on with their ticket sales for their concert.
- Attended the Waimakariri Water Zone Committee meeting. It would be continuing until June 2025 when a decision would be made on the future of the Committees.

R Keetley

- Attended meeting hosted by the Veterans Affairs Minister.
- Attended North Canterbury Neighbourhood Support Annual General Meeting. They were 14 members strong and were maintaining a full roster.
- Attended Armistice Day Service.
- Attended first Waimakariri Biodiversity Trust meeting as a newly appointed member.

Philip Redmond

- Attended Central Rural Drainage Advisory Group. Reported Ashley River mouth changes in sandbar and river gravel levels.
- Rangiora Art Society Spring Exhibition Opening Night. Had over 70 local artists work on display.
- Silverstream Boulevard residents had concerns about judder bars. Options were being considered.
- Woodend Flower Show had the usual high standard of entries and outdoor stalls.
- Attended Waimakariri Health Advisory Group meeting. Two applications for an independent Chair were interviewed both with excellent backgrounds.
- Attended Ronel’s Community Cuppa.
- Attended the Older Person’s Expo.
- Attended Central Rural Drainage Advisory Group meeting.

- Attended the Community Service Awards. There was a wide range of recipients acknowledged.
- Attended Passchendaele Memorial Service arranged by the Kaiapoi RSA.
- Aided at the Rotary Club book sale.
- Attended Road Safety Committee Meeting. NZTA representative was unable to attend due to staffing cutbacks.
- WSP Future of Canterbury. Was an interesting panel discussion including Mayor Sam Broughton, John O'Hagan from Crown Infrastructure and Lynette Ellis from Transport and Waste Management at Christchurch City Council.
- Attended Clarkville Rural Drainage Advisory Group meeting. Budget and drain maintenance delivered, members were happy with both.
- Attended YDOT Fun Day. Were excellent activities and vendors but was a small crowd.
- Attended Pegasus Community Emergency Hub Opening.
- Had District Licencing Committee Training.
- Road Reserve Hearing, grazing berms were to be regulated.
- Zone 5 and 6 Conference in Dunedin. Excellent topics including Taumata Arowai, NZMCA, Waitaha Health – rural network, the Dunedin Study on CDEM Community Hubs and natural hazards.
- Road reserve management Policy Hearing. Agreed on the final draft to go to Council in December. Recommended exemption process for roadside grazing.
- Otautahi Community Housing Trust Annual Review. The trust was receptive to assisting the Council with housing models. The Trust had been operating for eight years and looked after Christchurch City Council rentals.
- North Canterbury Sport and Recreation Trust Bi-annual sport awards. Was well attended and some awesome awards were given to coaches and sportsmen and administrators.

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 31 October 2024: \$4,201.

12.2 **General Landscaping Budget**

Balance as at 31 October 2024: \$45,650.

13 **MEDIA ITEMS**

Nil.

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: A Blackie

Seconded: J Watson

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 Confirmation of Public Excluded Minutes of 21 October 2024.

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	Confirmation of Public Excluded 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)).

CARRIED

CLOSED MEETING

The public excluded portion of the meeting commenced at 5.09pm and concluded at 5.10pm.

Resolution to resume in Open Meeting

Moved: J Watson

Seconded: T Bartle

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

Nil.

16 URGENT GENERAL BUSINESS UNDER STANDING ORDERS

Nil.

NEXT MEETING

The next meeting of the Kaiapoi-Tuahiwi Community Board will be held at the Ruataniwha Kaiapoi Civic Centre on Monday 9 December 2024 at 4pm.

THERE BEING NO FURTHER BUSINESS THE MEETING CONCLUDED AT 5.10PM

CONFIRMED

Chairperson

Date

Workshop
(5.10pm to 6.14pm)

- *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 Ducan Roxborough (Strategic and Special Projects Manager)*
- *Members Forum*

NOTES OF A WORKSHOP OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE KAIKANUI ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, ON MONDAY 18 NOVEMBER 2024 AT 5.10PM.

PRESENT

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

IN ATTENDANCE

B Cairns (Kaiapoi-Woodend Ward Councillor).

C Brown (General Manager Community and Recreation), D Roxborough (Strategic and Special Projects Leader), I Clark (Project Manager), S Srinivasan (Project Engineer), T Stableford (Landscape Architect), S Binder (Senior Transportation Engineer), B Dollery (Ecologist – Biodiversity) and A Connor (Governance Support Officer).

There were two members of the public present.

APOLOGIES

Moved: A Blackie

Seconded: T Bartle

THAT an apology for absence be received and sustained from N Atkinson.

CARRIED

1. **Murphy Park – River Access** – I Clark (Project Manager) and D Roxborough (Strategic and Special Projects Manager) Trim: 241118203366

Key points:

- Consultation occurred in 2018 with the rowing precinct being upstream towards the area previously used by the bowling club. Negotiations occurred with Kaiapoi Croquet Club to purchase their land between 2020-2023. Staff had been investigating multiple beach access options and working with stakeholders.
- After the earthquakes St Margarets Rowing Club and the Union Rowing Club set up temporary training facilities at Murphy Park in Kaiapoi. Currently the clubs had storage sheds at the southern end of the park and launch at a beach area near the croquet club.
- The current towing area at Murphy Park was not considered suitable for long term occupancy due to a lack of manoeuvring pace for vehicles and difficult launch access at the beach area.
- Current issues included insufficient space for easy turning and backing of cars and trailers, the beach launching area posed a risk of damage to boats, assets currently flooded and were not usable, the blocks in the water presented a health and safety hazard, groups were at capacity with no room for future growth for other groups and undesirable behaviour around the former bowling club area was taking place due to it being dark and enclosed.
- The blocks were installed in 2012. Due to their age, they were starting to move causing gaps and making them increasingly unsafe. They were originally a temporary solution and had come to the end of their life.
- The short-listed options included:
 - Recycled decked beach - \$500,000.
 - Recycled decked beach - \$280,000.
 - Lower-grade pontoon (bespoke design) - \$250,000.
 - Concrete Ramp - \$150,000.
 - Minor Beach Upgrades - <\$10,000. This is not recommended as ongoing issues would continue to occur.
- Blakely Group had proposed to design and build a pontoon for \$100,000. The Council would own the pontoon and handle all maintenance responsibilities. The pontoon would remain accessible to the public. A Memorandum of Understanding (MoU) would need to be established.

- There was a budget of \$748,890, staff were in the process of completing high level estimates for the project:
 - Murphy Park - \$208,900.
 - Kaiapoi Riverbanks Rowing Precinct - \$289,990.
 - Greenspace Carpark Renewals - \$100,000.
 - Kaiapoi River sport User Hub - \$250,000.
- Next Steps:
 - Detailed cost estimate: November 2024
 - Report to Community Board for consultation approval: December 2024
 - Consultation: February – March 2025
 - Report to Community Board and Council: March/April 2025
 - Resource Consent/ECAN consent – April 2025
 - Construction of pontoon – July 2025
(restrictions on work 15 August through to 30th November)
 - Construction in phases of remaining works due to Croquet timing and design timeframes.

Questions/Issues:

- *Who had been consulted with in the community?*
All the current stakeholders had been consulted recently. The consultation that was being proposed would be with the entire community.
- *What was the funding split proposed between the Council and Blakely Gorup?*
\$100,000 was the limit the Council would contribute, and the remainder would be the Blakely Group. It was also dependent on the design of the pontoon as Council would not approve anything that would not have a suitable lifespan as well as having a reasonable depreciation cost as the community would need to replace and maintain through its lifespan.
- *Had ECan stated the time restrictions would be part of the resource consent?*
They had not indicated yet however it previously had been a condition to previous consents.
- *What would the ongoing maintenance costs be for this type of asset?*
It was expected to be approximately \$10,000 a year due to safety inspections needing to occur.

2. **General Landscaping Budget** –T Stableford (Landscape Architect) and B Dollery (Ecologist – Biodiversity) Trim: 241128210937.

Key Points:

- The Board had a budget of \$45,646 for the 2024/25 financial year.
- Suggested projects from the Board included:
 - Kaiapoi Entrance Sign North – estimate cost of \$30,000
 - Charles Street Roundabout Planting – roading had installed signage discouraging trucks from driving down Charles Street to hopefully stop the current damage from occurring again. A bylaw was also being worked on.
 - Fuller Street – Adderly Terrace Planting/Mowing – was covering by the roading maintenance contract.
 - Lineside Road Planting – was owned by NZTA who would likely not allow the Council to do any work.
 - Pines Beach Roundabout – lacked interest, planting could be done or a new sign installed.
- Larger projects outside the budget:
 - Railing the Kaikanui Bridge – estimate cost of \$52,500.
- Biodiversity projects:
 - Pollinator paths – cost would be dependent on the scope.
 - 46 Main North Road.
 - Ohoka Stream Loop.

Questions/Issues:

- *Look into any cost saving available for the Kaikanui Stream Bridge Railing in conjunctions with the Kaiapoi Bridge upgrade.*

- *Disc Golf was raised by several groups of people and was largely popular.*

3. **Charles Street Curb and Channel** –S Binder (Senior Transportation Engineer) and S Srinivasan (Graduate Engineer) Trim: 241016179157.

Key Points:

- The project would include kerb and channel renewal, footpath renewal, possible extension of footpath to Coastguard (if funding allowed) and on street parking adjustments.
- The opportunity included constructing an asset of high amenity value suitable for a town centre. Improving the level of service for pedestrians by ensuring the footpath was unobstructed and constructed in line with the Engineering Code of Practice requirements.
- Consideration – pedestrians:
 - Insufficient footpath width (approximately 2.2m).
 - Due to vehicle overhang the width reduce (approximately 1.5m).
 - Low kerb allowed for mounting of the kerb/footpath.
- Consideration – cyclists:
 - Charles Street was part of the approved Cycle Network Plan.
 - The boardwalk outside the Platform was not cycle friendly – cyclists have to dismount and walk through the area.
 - There was a high demand in the area due to proximity of the Caravan Motorhome association site as well as many cafes and restaurants nearby.
- Consideration – Painted median:
 - Charles Street currently included a painted median.
 - Medians were suited to busy roads, allowing space for turning traffic to wait without obstructing through traffic.
 - There was an annual average daily traffic count of 1038 vehicles.

Questions/Issues:

- *Extending the footpath to the Coastguard building was important.*
- *If car parks were removed, would it be a large issue?*
Likely not as there was a large amount of parking in the area.
- *If it was a lower speed shared zone would a cycle lane be necessary?*
Staff would investigate.

4. **MEMBERS FORUM**

THERE BEING NO FURTHER BUSINESS THE WORKSHOP CONCLUDED AT 6.14PM.

NOTES OF A WORKSHOP OF THE KAIAPOI-TUAHIWI COMMUNITY BOARD HELD IN THE TŪTAEPATU ROOM, RUATANIWHA KAIAPOI CIVIC CENTRE, ON MONDAY 25 NOVEMBER 2024 AT 4PM.
PRESENT

J Watson (Chairperson), S Stewart (Deputy Chairperson) and B Cairns

IN ATTENDANCE

Kay Rabe (Governance Adviser)

1. 2025 Community Board Plan – K Rabe

Trim Ref: 240131014003

Items to be removed:

- Askeaton Reserve
- Patchina's Walkway
- Disc Golf
- Car and Boart Trailer parking
- Relocation of Historic Kaiapoi Railway Station

New items:

- Playgrounds – Pines Beach, Norman Kirk Park, Currie Park, fairy forest at Pines Beach.
- Kiapoi/Cam River Rehabilitation – Saline Incursion
- Item of deputations that had come to the Board
- Art work at Silverstream
- James Garden Reserve award

Projects supported by the Board:

- Silverstream plantings by residents
- Sculpture Trail
- Art on the Quay – 10 year anniversary
- Ohoka Stream loop trail

Update items:

- Kaiapoi Community Hub – to include opening of croquet club and progress of YDOT and Menzshed.
- Huria Reserve – Item re replacement of entrance way, progress update.
- Murphey Park & Rowing Precinct – include information on pontoon and donation.
- Williams Street Bridge – Bequest and progress
- Alwine G Heritage Trust – New name of trust and progress report.
- Kaiapoi Food Forest – Education centre and toilet installation
- Charles street dump station revamp.

B Cairns agreed to send new photos of several of the projects mentioned for the new updated plan.

THERE BEING NO FURTHER BUSINESS THE WORKSHOP CONCLUDED AT 5PM.

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: RDG-32-03 / 240819138236

REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD


DATE OF MEETING: 17 February 2025

AUTHOR(S): Kieran Straw – Civil Projects Team Leader
Joanne McBride – Roading and Transportation Manager
Duncan Roxburgh – Implementation Project Manager

SUBJECT: Charles Street – Approval of the Scheme Design and Proposed Relocation of a Mobility Park

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


 General Manager


 Chief Executive

1. SUMMARY

- 1.1. This report is seeking approval of the Scheme Design for Charles Street (southern side of the road from east of Williams St to the Marina carpark) including the following:
- Proposed line marking / road layout changes for Charles Street
 - Relocation of an existing mobility carpark
 - Formalisation of existing P120 parking restrictions,
 - Implementation of a short length of “no stopping” restrictions,
 - Implementation of a P120 time restriction on an existing mobility park
- 1.2. The kerb and channel on Charles Street (outside Paris for the weekend) is programmed for renewal this year, while the road is programmed for repairs and resurfacing in the 2025/26 year.
- 1.3. The kerb and channel work is being co-ordinated with New Zealand Posts plans for improving access to their site at No. 55 Charles Street. Their planned works require the removal of the existing mobility park directly outside the property.
- 1.4. There is an opportunity to realign the kerb & channel through the wider area to provide an improved layout in this area, which is an important part of the town centre.

Attachments:

- i. Charles Street Scheme Design for Kaiapoi-Tuahiwi Community Board (Trim No. 250114004447)

2. RECOMMENDATION

THAT the Kaiapoi-Tuahiwi Community Board:

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

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the Utilities and Roading Committee:

- (b) **Approves** the proposed Charles Street Scheme Design as per Trim: 250114004447.
- (c) **Approves** the implementation of 6m of no-stopping, between the relocated NZ post entrance, and the existing angle parking, noting that there is insufficient space to accommodate an on-road parking space in this location.
- (d) **Notes** that the revised design retains the existing angle parking, and that the footpath width has increased, and the width of the central painted median is reduced to accommodate the wider footpath area.

AND

THAT the Kaiapoi-Tuahiwi Community Board recommends:

THAT the District Plan and Regulation Committee:

- (e) **Approves** the relocation of the existing mobility park to a new location in front of "Paris for the Weekend", noting it will have a length of 6.6m (the maximum we can accommodate within the constraints of the vehicle entrances).
- (f) **Approves** the implementation of "P120" parking restrictions for all parking (including the relocated mobility park) on the southern side of Charles Street, for a distance of 55m between the vehicle entrance to No. 55 Charles Street, and Tom Ayres Drive.
- (g) **Approves** the implementation of a "P120" parking restriction for the existing unrestricted mobility parking space at the western end of the angle parking outside No. 55 Charles Street.
- (h) **Notes** the "P15" parking restrictions within the extent of angle parking outside No. 55 Charles Street is currently within the Schedule of Parking Restrictions, and will remain as "P15"
- (i) **Notes** that the "P15" parking restriction for a mobility parking space may be considered unreasonable, due to the additional time mobility impaired people may require to carry out their business. Therefore staff recommend a "P120" restriction for this parking space instead.
- (j) **Notes** that staff will update the Schedule of Parking Restrictions upon completion of the works.
- (k) **Notes** that the relocation / extension of the NZ Post vehicle entrance encroaches into the existing mobility park, and the relocation of this park results in the loss of one car-parking space as a result.

3. BACKGROUND

- 3.1. Following the canterbury earthquakes of 2010 and 2011, damaged sections of kerb and channel to both east and west of the No. 55 Charles Street were replaced. The length of approximately 95m was not replaced at the time as the condition was considered acceptable at the time. With the ongoing development and changes in the area and further

deterioration / settlement in the kerblines, there is an opportunity to renew the final length of kerb and channel and footpath.

- 3.2. New Zealand Post own the property at No. 55 Charles Street. They have plans to re-develop their vehicle entrance, and the project team understand that this will result in the removal of their planter box, and a wider vehicle entrance than they currently have. This will result in the need to relocate the current mobility park which is located immediately adjacent to the post-box.
- 3.3. The existing parking layout in front of No. 55 Charles Street allows for angle parking. This angle parking results in a very poor level of service for pedestrians due to vehicles over-hanging the footpath, effectively reducing the available footpath width for pedestrians (refer to photo 1 below).



Photograph 1: Vehicle over-hang over the footpath associated with the current angle-parking layout.

- 3.4. The Walking & Cycling Network Plan identifies Charles Street as an important connection. The option to install cycle lanes on Charles Street as part of this project was workshopped with the Community Board, however due to the competing needs in this section of Charles Street, it was the Board's preference to not proceed with the installation of these lanes at this time.
- 3.5. Parking surveys are carried out weekly in our town centres. The Kaiapoi Town Centre as a whole is demonstrating that on average, there is 30% of the parking spaces available.
- 3.6. A workshop was held with the Kaiapoi-Tuahiwi Board on 18 November 2024. This workshop sought feedback from the board on the above issues, and priorities.
- 3.7. As a result of this workshop, staff have developed the recommended option which seeks to address the footpath width restriction and retain the existing angle-parking. To achieve this, the existing 2.5m median will need to be reduced to 2.0m.

- 3.8. Council's parking enforcement team has advised that the existing P120 signage on the southern side of Charles Street (from Paris for the Weekend to Tom Ayres Drive) is currently unable to be enforced, as the existing parking restrictions are not documented in the Council's schedule of parking restrictions. It is not known when these signs were installed, however street view goes back as far as 2008 and the P120 restriction signs are visible at that time.

4. **ISSUES AND OPTIONS**

- 4.1. The mobility park impacted by the planned works at No. 55 Charles Street is proposed to be relocated to a new location in front of Paris for the Weekend. This would be completed in conjunction with the renewal of the adjacent kerb and channel and footpath.
- 4.2. The presence of the painted median is a typical feature in busy arterial roads, providing a safe space for right-turning vehicle to wait for a gap in oncoming traffic in order to make their turn. Charles Street, between Williams Street and Jones Street has a current AADT of 1038. There is little need to retain the painted median at this location. Feedback from the Board suggested that a reduction of painted median width would be an acceptable trade-off to ensure that the existing angle parking is retained, but still allowing the footpath to be widened slightly outside the NZ Post building.
- 4.3. Therefore, the options available are:

4.3.1. Option One – Retain the current kerb alignment and shift the Mobility Park

This option would result in the following:

- Relocates the mobility park to new location outside Paris for the Weekend
- Approve the implementation of recommended parking restrictions.
- Replaces the kerb and channel in existing location, and make no changes post reseal in 2025 / 2026, retaining the status quo.

This option is not the recommended option as there is an opportunity to reallocate the existing road space to better address the needs of the community using this area.

4.3.2. Option Two – Approve the Proposed Scheme Design (as per attachment i)

This option would result in the following:

- Relocates the mobility park to new location outside Paris for the Weekend
- Replaces the kerb and channel in the proposed new alignment that provides additional footpath width (increasing from 2.10m to 3.10m) for pedestrians, within this busy town centre environment.
- Retains the existing angle parking (noting the existing "P15" parking restriction to remain)
- Reduces the width of the existing painted median to 2.0m
- Approve the formalisation of existing "P120" parking restrictions between No. 55 Charles Street and Tom Ayres Drive.

Note: the footpath dimensions above a full width, and does not account for vehicle over-hang, which can result in a reduction of up to 0.8m in useable width. It is still anticipated that vehicles will continue to overhang the footpath on completion of this project.

This is the recommended option as it considers the feedback and priorities of the board following the November workshop. It provides the greatest level of safety for pedestrians, while retaining the existing angle parking layout.

4.4. Implications for Community Wellbeing

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

Providing high amenity, and high-quality pedestrian facilities within the town centre will encourage pedestrian movement throughout the township.

4.5. 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.

There are four businesses located within the NZ Post building at No. 55 Charles Street that will be impacted by the proposed layout changes. Staff have informally approached each of these businesses with the Scheme Design, and they have no concerns to report.

Staff also spoke to neighbouring businesses, all of which had no concerns with the proposal.

The full list of businesses that have been spoken to is as follows:

- NZ Post
- KiwiBank
- Kaiapoi Legal Ltd
- Paris to the Weekend Café
- RW Design
- New World Kaiapoi
- The Salvation Army Store
- PLC Group (Jedd Pearce)

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.

The wider community will be informed of the works, and the changes, via Social Media.

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):

BUDGET NAME	PJ Code	Budget Amount (\$)
Drainage Renewals K&C	100180.000.5133	\$35,000
Morgan Williams Reserve	100243.000.5014	\$106,100 ¹

Note:

1. This is the allocated budget amount for the Morgan Williams Reserve / Charles Street project only. The parent account has an overall budget of \$574,803.00

These budgets are included in the Annual Plan/Long Term Plan, and generally cannot be used for components of works other than their intended specified project. The exception to this is the Morgan Williams Reserve budget, that may be used to “enhance” the streetscape in conjunction with the identified projects.

6.2. **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

There are risks arising from the adoption/implementation of the recommendations in this report, however staff have already discussed the options with these businesses to mitigate the risks.

There is a risk that cyclists have not specifically been accommodated within the revised road layout despite Charles Street being on the approved Walking and Cycling Network Plan for cycle lanes, and the nearby Motorhome & Caravan Park demonstrating demand for cyclists.

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

7.3. **Consistency with Community Outcomes**

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

Public spaces and facilities are plentiful, accessible and high quality, and reflect cultural identity.

- There are wide-ranging opportunities for people to enjoy the outdoors.
- The accessibility of community and recreation facilities meets the changing needs of our community.

Core utility services are sustainable, resilient, affordable, and provided in a timely manner.

- Climate change considerations are incorporated into all infrastructure decision-making processes.

Transport is accessible, convenient, reliable, and sustainable.

- The standard of our District’s transportation system is keeping pace with increasing traffic numbers.
- Communities in our District are well linked with each other and Christchurch is readily accessible by a range of transport modes.

7.4. **Authorising Delegations**

As per Part 3 of the *WDC Delegations Manual*, the Community is responsible for representing, and acting as an advocate for, the interests of its community.

The Utilities and Roading Committee is responsible for roading and transportation activities, including road safety, multimodal transportation, and traffic controls.

The District Planning and Regulation Committee is responsible for Parking Enforcement.



REV	REVISION DETAILS	DRN	CHK	APP	DATE
A	SCHEME DESIGN	SS	KS	---	14/01/2025

SURVEYED	---	--/--/2020	PROJECT No	PD002084
DRAWN	SS	09/09/2024	CON No	CON202502
DRAWING CHKD	KS	08/10/2024	SCALE (A3)	1:250
DESIGNED	SS	13/01/2025	DATUM ORIGIN	
DESIGNED CHKD	KS	14/01/2025	HORIZONTAL	NZTM GD2000
APPROVED	JM	--/--/2020	VERTICAL	NZVD 2016



PROJECT	KERB AND CHANNEL RENEWALS
	2024 - 2025

SHEET TITLE	CHARLES STREET - KAIAPOI OUTSIDE PARIS TO THE WEEKEND NEW FOOTPATH CONSTRUCTION
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FOR APPROVAL NOT FOR CONSTRUCTION	
DRAWING	4517
SHEET	REVISION
2	A

WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR FEEDBACK**

FILE NO and TRIM NO: RDG-28 / 250122009850

REPORT TO: KAIAPOI-TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 17 February 2025

AUTHOR(S): Shaun Maxwell – Roading Compliance Office
Joanne McBride – Roading and Transport Manager

SUBJECT: Consideration of request for Temporary Closure of Williams Street for Kaiapoi Anzac Dawn Service

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


 General Manager


 Chief Executive

1. SUMMARY

- 1.1. This report seeks feedback from the Kaiapoi-Tuahiwi Community Board, on whether to temporarily close the section of Williams Street, between Hilton Street and Charles Street for the Kaiapoi Anzac Dawn Service, or to leave the road open.
- 1.2. A request was made to the Mayor by an attendee of the 2024 service, that motor vehicles travelling along Williams Street during the service interrupted the quiet and respectful nature of the event.
- 1.3. Historically, only Raven Quay has been closed to facilitate the Dawn Service, and no feedback has been received from other attendees, or the Kaiapoi RSA, requesting additional space to cater for the number of attendees.
- 1.4. The addition of the closure on Williams Street is not considered necessary from a safety perspective.
- 1.5. Discussions with a traffic management contractor for the previous service has indicated that an additional cost of \$700 (approximate) would likely be incurred to close Williams Street for the period required.
- 1.6. All temporary road closures go through the normal public notification period, by being advertised in a local newspaper no less than 42 days prior to the event, allowing the public to raise a formal objection.
- 1.7. It is not expected that a closure of Williams Street during the Dawn Service would cause significant disruption to the travelling public, with approximately 61 vehicles travelling along Williams Street between the hours of 6am and 7am on a Sunday morning (comparable to a public holiday).
- 1.8. An alternative north-south route during this time would be available State Highway 1 and adds approximately 4 to 5 minutes of travel time.

Attachments:

- i. Map of proposed road closure area and alternative route.

2. **RECOMMENDATION**

THAT the Kaiapoi-Tuahiwi Community Board:

- (a) **Receives** Report No. 250122009850.

AND EITHER:

- (b) **Supports** the request to close Williams Street, between Hilton Street and Charles Street for the Kaiapoi ANZAC Dawn Service
- (c) **Notes** that the additional cost associated with the closure of Williams St is estimated to be around \$700.

OR

- (d) **Does not Support** the request to close Williams Street, between Hilton Street and Charles Street for the Kaiapoi ANZAC Dawn Service, and retains the status quo.

3. **BACKGROUND**

- 3.1. A request was made to the Mayor by an attendee of the 2024 service, that motor vehicles travelling along Williams Street during the service interrupted the quiet and respectful nature of the event. The individual noted that there has been a gradual increase in the amount of traffic (including trucks) travelling along Williams Street during this time of morning and has reached the point where this is disrupting the service.
- 3.2. Concerns have also been raised regarding the sound system used for the service, of which Council staff are working on a solution. Background traffic noise could exacerbate any issues with the sound system and disrupt moments of silence.
- 3.3. A review of traffic count data indicates approximately 61 vehicles travel along Williams Street between 6am and 7am on a Sunday morning, which is usually comparable to a public holiday. Alternative access across the river would be via State Highway 1, which would increase travel time by approximately 3-4 minutes.

4. **ISSUES AND OPTIONS**

- 4.1. The closure of Williams Street could be viewed by drivers as un-necessary, as the event has previously been contained to Raven Quay only. Drivers approaching from the Hilton Street may not see any reason for the closure being required.
- 4.2. There is additional cost involved in closing Williams Street of approximately \$700. This would be covered by the Operational Budget for Commemorative Services if supported.
- 4.3. A closure of Williams Street would likely be more restrictive on access to the service for people approaching from the north. This restriction could be limited by only closing off the road immediately before the service is due to start. Attendees arriving from the north after the start of the service would need to walk from the Charles Street area or follow the detour via SH1 if they needed to park closer.

Implications for Community Wellbeing

There are not implications on community wellbeing by the issues and options that are the subject matter of this report.

- 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 a particular 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 Kaiapoi RSA are likely to have an interest in the closure of Williams Street, as the organizer of the Dawn Service.

While this will not directly impact the service, they may wish to include this in any communications with members or the general public, so they can plan ahead or make use of the additional space provided.

It is noted however that closing a wider area will result in people having to walk further to get to the service, including elderly. This may make attendance more challenging, particularly for those with mobility issues.

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. It is however considered that these impacts to the travelling public due to the road closure, are more minor in nature.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1. **Financial Implications**

There are financial implications of the decisions sought by this report. There will be an increased cost of approximately \$700 to close Williams Street during the Dawn Service, this is in addition to the usual cost for the closure of Raven Quay.

The cost of providing traffic management services for the four events in 2024 was \$13,340. As such without any increase in cost, it is likely that the cost will be very close to the available budget. Opportunities for cost saving will be considered as part of the procurement process.

The costs associated with traffic management for the Anzac Parade in Kaiapoi are funded from Governance Anzac Celebrations GL 10.135.343.2465 which has an overall budget of \$19,500. Of this total budget flowers / incidentals / copying is \$5,500. The Traffic Management allowance is \$14,000. 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 risks arising from the adoption/implementation of the recommendations in this report.

There is a risk of negative feedback because of road noise (if the road is not closed) or impacts on attendees having to walk further (if the road is closed). A sound system is being proposed for this service to help broadcast the service. If the road is closed, then there needs to be clear communication of the closure in advance to the RSA and their members.

6.4. **Health and Safety**

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

It is important that events such as this have adequate safety measures around them, to ensure that there is a safe space for the public who are attending.

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**

The authorising legislation for a road closure for an event is the Transport (Vehicular Traffic Road Closure) Regulations 1965.

This report does not seek approval of the closure itself under the above legislation, however seeks direction from the Community Board on whether a closure of Williams Street between Hilton Street and Charles Street should be put in place as part of the Dawn Service.

7.3. **Consistency with Community Outcomes**

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

All members of our community are able to engage in arts, culture and heritage events and activities as participants, consumers, creators or providers

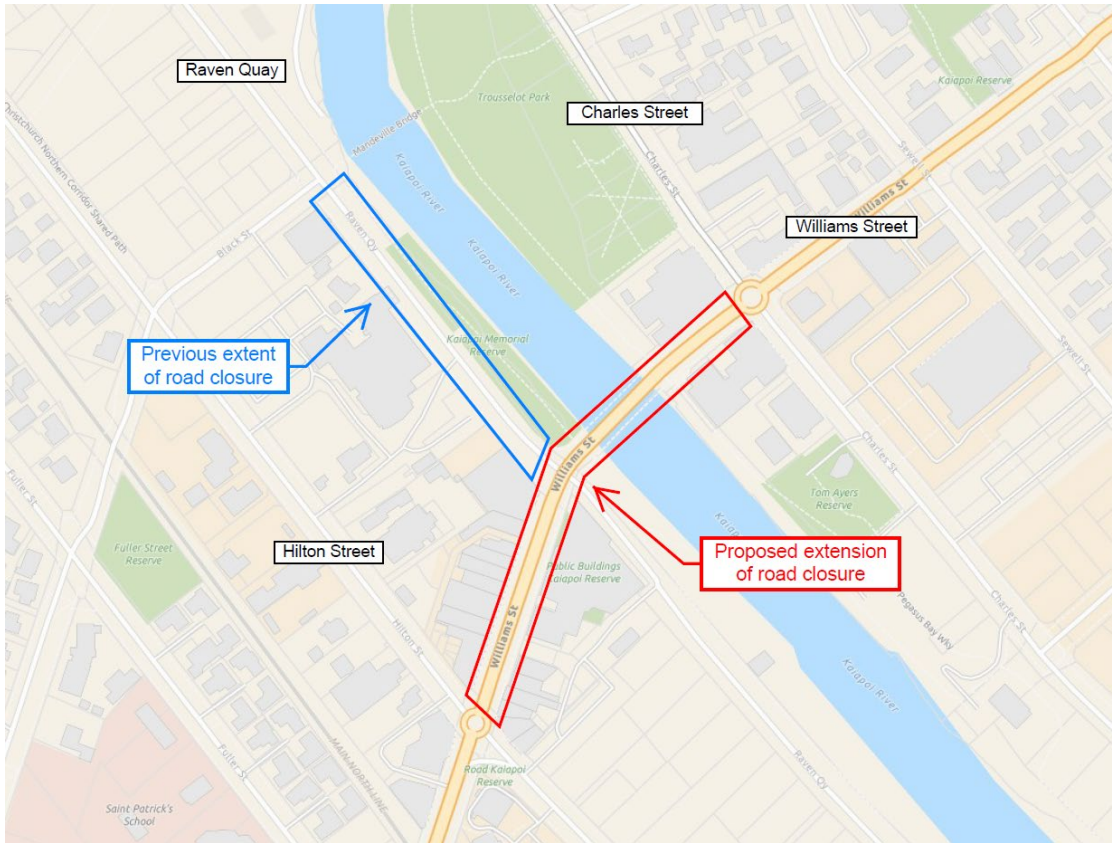
7.4. **Authorising Delegations**

As outlined in the Delegations Manual (SDM 1041), the Community Board is responsible for representing, and acting as an advocate for, the interests of its Community;

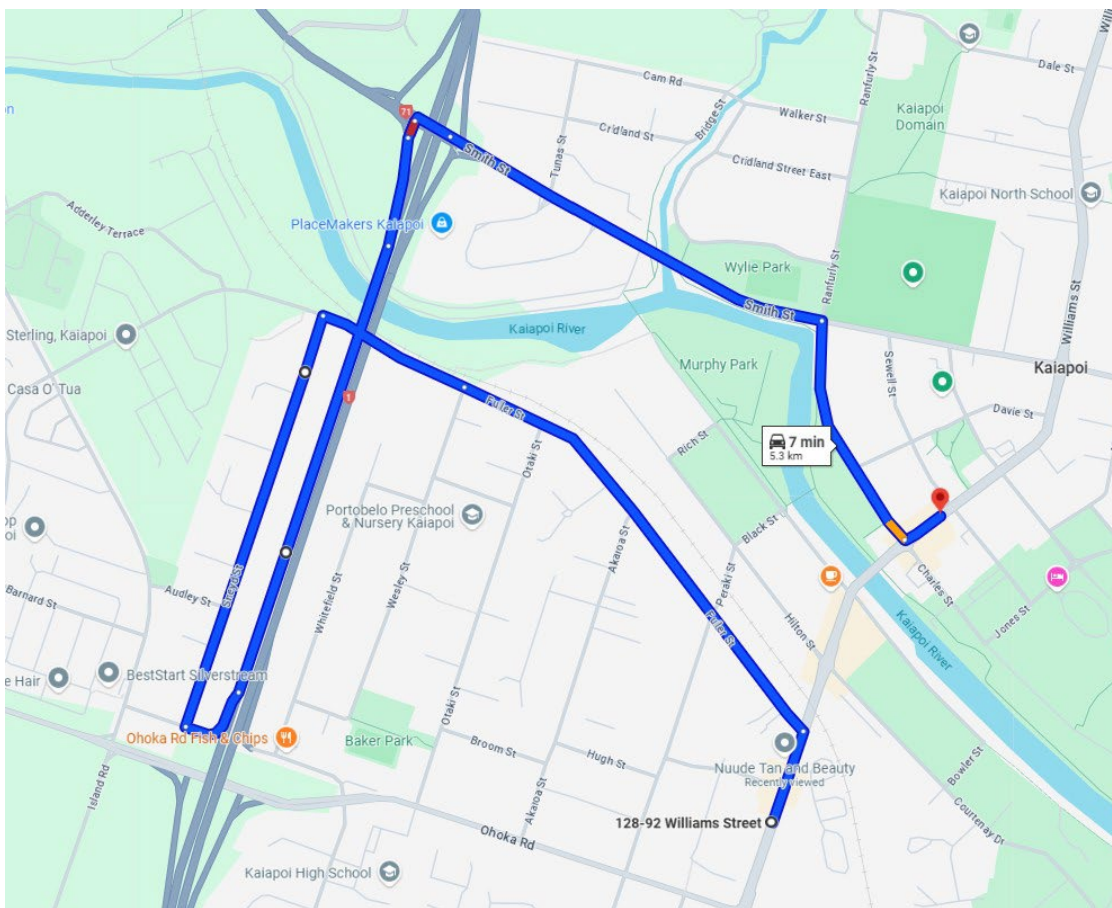
and,

Maintaining an overview of services provided by the Council such as road works, water supply, sewerage, stormwater drainage, parks, recreational facilities, community activities, and traffic management projects within the community.

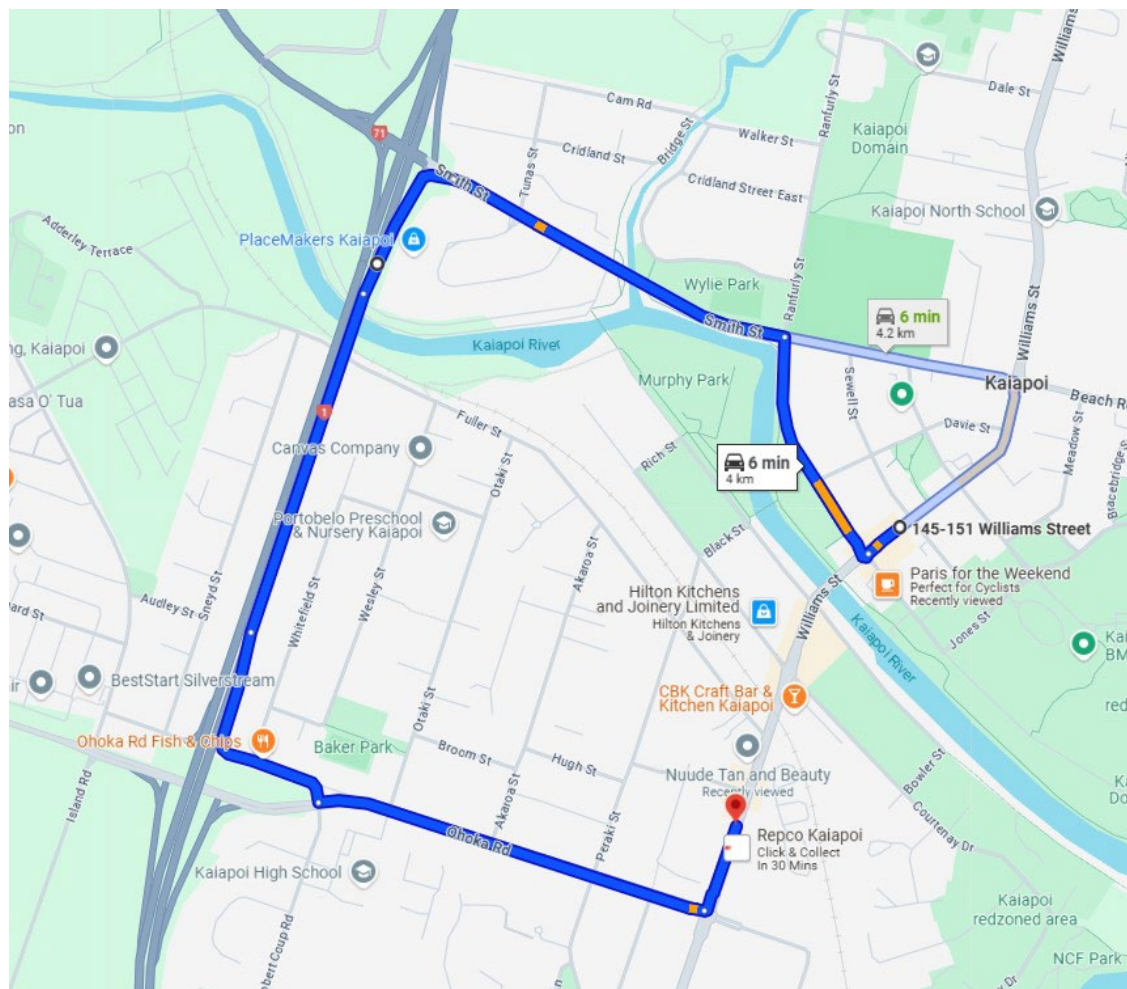
Previous and Proposed Closure Areas:



Alternative Northbound Route:



Alternative Southbound Route:



WAIMAKARIRI DISTRICT COUNCIL**REPORT FOR DECISION**

FILE NO and TRIM NO: GOV-26-08-06 250205018965

REPORT TO: KAIAPOI – TUAHIWI COMMUNITY BOARD

DATE OF MEETING: 17th February 2025

AUTHOR(S): Tori Stableford

SUBJECT: Norman Kirk Park and Currie Park Play Spaces, Consultation feedback and Master Plans

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 for the Norman Kirk Park and Currie Park Play Space Master Plans.
- 1.2. This report summarises the feedback received from community consultation on the Norman Kirk and Currie Park Play Space Concept Plans in November last year. Based on this feedback the Concept Plans for Norman Kirk Park and Currie Park play spaces remain unchanged.
- 1.3. When staff sought approval from the Board to consult in October 2024, a Location Plan showing an area designated for an events space at Norman Kirk Park was also included. Staff have since identified that further work and discussions needed to be carried out with the Board before taking this question to the community. In order not to delay this project further it was decided to continue with consultation on the play space design and deal with the events space through a different process.
- 1.4. Council has allocated budgets for the Currie Park and Norman Kirk play spaces, the budget includes \$191,816 for Play Safety/Surface Equipment Renewals and \$108,184 for non-specified reserve enhancements, bringing the total project budget to \$300,000.
- 1.5. In total six responses were received from the November 2024 public consultation. Most responses were supportive of the Concept Plans for both parks, with some minor changes suggested and discussed within this report below.

Attachments:

- i. Norman Kirk Park Play Space Master Plan (TRIM 250205019239)
- ii. Currie Park Play Space Master Plan (TRIM 250205019244)
- iii. Norman Kirk Layout Plan (TRIM 241002169726)
- iv. Consultation Feedback (TRIM 250205019222)

2. **RECOMMENDATION**

THAT the Kaiapoi – Tuahiwi Community Board:

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

3. **BACKGROUND**

- 3.1. Following the 2010/11 earthquakes and subsequent red zoning of properties, the eastern Kaiapoi community is now serviced by two neighbourhood parks which include playgrounds (Currie Park and Grey Crescent Reserve) as well as the newly developed Norman Kirk Park, Food Forest and wider Regeneration Area all within walking distance.
- 3.2. The playground equipment at Currie Park is currently at a point of renewal and previous engagement with the community around this reserve indicated that the play space here is underutilised.
- 3.3. Greenspace staff undertook a workshop with the Kaiapoi - Tuahiwi Community Board in 2022 to identify potential locations for a play space in this area of Kaiapoi instead of replacing the play equipment in Currie Park. Consultation was carried out with surrounding residents regarding the development of a new play space at Norman Kirk Park instead of renewing the play space at Currie Park. Feedback from the community indicated that residents were mostly supportive of this. A play space at Norman Kirk Park is intended to serve the surrounding neighbourhood as well as providing for family members of those using the sports fields.
- 3.4. Taking this feedback into consideration, staff believed that there was conclusive feedback and reasoning to reallocate the renewal budget for Currie Park to a create a new play space at Norman Kirk Park. Part of the reallocated budget would be used to remove the existing play equipment and provide a small play intervention at Currie Park where the existing playground would be removed from. Greenspace staff have developed Concept Plans for a play space at Norman Kirk Park and a small play space at Currie Park.
- 3.5. In August 2024, the Community and Recreation Committee and the Council approved the Capital Works Program for the 2024-34 Long Term Plan. This program allocated budgets for the Currie Park/Norman Kirk play spaces, including \$191,816 for Play Safety/Surface Equipment Renewals and \$108,184 for non-specified reserve enhancements, bringing the total project budget to \$300,000.

- 3.6. The Norman Kirk Park Play Space Concept Plan includes a fort structure with slides and climbing elements, a 3 bay swing set, a carousel / spinner and a rocker. Design of the play space has been carried out with accessibility in mind, this can be seen in the use of accessible surfaces and the inclusion of accessible/inclusive play elements such as a nest swing and spinner / carousel as well as accessible furniture.
- 3.7. The Currie Park Play Space Concept Plan is based on providing a play space with natural and sensory play. The play space would offer opportunities for exploring and finding, with a bug trail, timber stepping posts, walking logs, rock boulders and varied plantings. The play space would utilise the bark mulch area from which the existing playground equipment would be removed which is still of good quality.

4. ISSUES AND OPTIONS

- 4.1. In October last year, following the board's approval of the Norman Kirk Park Play Space and Currie Park Play Space Concept Plans, consultation was undertaken with the surrounding community. Let's Talk flyers were delivered to residents within a 500m radius of the parks and placed on Council's website and Facebook page.
- 4.2. The consultation period was 3 weeks and during this time six responses were received. The responses were largely positive with four out of six (66.7%) of those that responded supporting both play space Concept Plans.
- 4.3. The first question that residents were asked was, do you support the proposed design for the play space at Norman Kirk Park. Of the residents that answered this question four people answered yes, and two people answered mostly. The residents that answered mostly to the question above suggested some changes which are discussed below.
- 4.4. One resident requested a fence around the entirety of the playground to provide a more enjoyable and relaxing space for the families of children with disabilities such as autism. While staff are not against fencing playgrounds, fencing is not achievable within the project budget and would be a higher level of service than normal for this type of play space. Staff also note that the playground is in an area of the park that is away from roads and the carpark.
- 4.5. During the earlier consultation carried out in 2023 around what people would like to see at Norman Kirk Park, some residents requested water play. During the most recent consultation in October, one resident noted this and enquired as to why it has not been included in the Concept Plan. Staff considered water play for the Concept Plan however the costs of installation would be above the project budget and the ongoing maintenance cost would be too high for a play space of this size and use. While the playground is intended for use by families using the Norman Kirk Park sports grounds, the proposed play space is not a destination playground and therefore assets such as water play are viewed as outside of the project scope.
- 4.6. The proposed Norman Kirk Play Space Concept Plan was designed with accessibility in mind so that the play spaces are enjoyable to use for all members of the community. During consultation, one resident noted support of this but asked if a stronger emphasis can be placed on accessibility. This resident suggested rubber safety surfacing across the entirety of the play space, more play equipment for disabled children, seating with back rests and arm rests, and that an accessibility audit be carried out on the Concept Plan. Staff considered surfaces carefully during the design process and due to the high cost of rubber safety surfacing have been tactical in utilising it in key areas to improve accessibility but not across the whole space. These areas include entry to and from swings, and beneath the spinner and basket swing which are both accessible play equipment items.
- 4.7. In response to the request for additional equipment that is accessible, unfortunately further equipment cannot be added within the project budget however staff are confident that the play elements that will be included will allow for all types of play, age groups and abilities. Staff will ensure that the bench seats chosen have both back supports arm rests.

- 4.8. While it is not possible to make all the changes requested regarding accessibility, staff will meet with the Waimakariri Accessibility Group while carrying out the detailed design for both the Norman Kirk Park and Currie Park play spaces to identify any minor changes which could be made for the best possible outcome within budget.
- 4.9. As part of the Norman Kirk Park Play Space consultation, the Kaiapoi Softball Club was contacted directly as a user of the adjacent sports grounds. The Softball Club grounds are adjacent to the proposed play space. Members of the Softball Club returned feedback requesting that the play space bark safety surface is contained so that it does not blow on to the softball playing fields. Members also enquired if staff had considered placing the play space in the area north of the carpark.
- 4.10. Staff have noted this response and would ensure that the bark mulch is installed at a height that is 50mm below the surrounding edge and grass space, therefore minimising spread. Councils' maintenance contract with Delta includes keeping bark safety surfacing clean and tidy. There is the possibility during high winds that some bark may blow towards the softball fields.
- 4.11. As discussed earlier in this report placing rubber safety surfacing across the entirety of the play space is not within the project budget. However, the \$300,000 project budget includes a 25% contingency and staff have therefore recommended that should there be sufficient remaining project contingency budget, staff would utilise this to decrease the amount of bark safety surface by utilising the more accessible rubber safety surface in the Norman Kirk Play Space.
- 4.12. During the October 2024 Kaiapoi – Tuahiwi Community Board meeting, staff sought the approval to consult on the location of an events space at Norman Kirk Park. The Board made changes to the spaces recommended for consultation as part of their final resolutions however on further investigation into the suitability of the recommended spaces staff identified that further work and discussions needed to be carried out with the Board before taking this question to the community. In order not to delay this project further it was decided to continue with consultation on the play space design and deal with the events space through a different process. The alternative area suggested by the Softball Club for the Play Space location is that which is currently identified as the events space. In combination with this, following consultation, staff are confident that the play space is in an area supported by the community and stakeholders.
- 4.13. In response to the consultation around Currie Park, residents were asked if they support the proposed design for the play space at Currie Park. As noted above six people responded during consultation with four people answering yes, one person answering no, and one person answering mostly. The residents that answered mostly to the question above suggested some changes which are discussed below.
- 4.14. Like the feedback received for Norman Kirk Park, the same resident suggested a rubber surface throughout the Currie Park play space and making it to be more accessible. Rubber surfacing is not within the budget for Currie Park and staff note that the Concept Plan is based around nature play and therefore a natural surface is preferred. The Currie Park Play Space Concept Plan is based around utilising what would remain when the play equipment is removed, and therefore the existing bark surface which is in good condition would remain. Staff note that the proposed play space is small in size and therefore children using the internal bark path would be easily viewed from surrounding area and there are several exit / entry points off the path for children to use.
- 4.15. Additional comments for Currie Park included one resident suggesting that the play space at Currie Park is removed entirely, one suggesting the swings are kept, fencing the playground, and making the play space more accessible.
- 4.16. While the play equipment is not of a state which can be retained (including the swings) the bark surface is of good quality, and this provides an opportunity to activate this reserve in a different way to other reserves within the area and build on our unique offerings across our reserve spaces with minimal cost. Staff believe that the balance of elements/budget spent here and at Norman Kirk is achieved well and meets the needs of the community.

- 4.17. Following assessment of the consultation feedback received on the Concept Plans for both the Norman Kirk Park and Currie Park Play Spaces, the Concept Plans remain the same and staff are seeking approval to implement them. As discussed earlier in the report following consultation with Councils Accessibility Group some minor changes to details of the Master Plan may be made but would not have major impacts on the overall structure of the play spaces.

Implications for Community Wellbeing

- 4.18. There are implications on community wellbeing by the issues and options that are the subject matter of this report. The provision of recreation spaces and play areas is part of the expected levels of service Council provides. These spaces not only encourage recreation but are social interaction nodes which help build connectivity within communities. The design of this space provides for the needs of mainly younger children with other assets available within a close vicinity for youth. While all of the equipment is not fully accessible, care has been taken to increase inclusivity with the strategic use of rubber matting.
- 4.19. There is a positive benefit to local children when play spaces are installed. Play is an important part of a child's development as it builds imagination and creativity, fosters cognitive growth (for healthy brain development), delivers well-being benefits (can help reduce anxiety and boost joy and self-esteem), improves literacy (socialising and by observing others), encourages greater independence and promotes physical fitness.
- 4.20. The Management Team has reviewed this report and support the recommendations.

5. COMMUNITY VIEWS

5.1. Mana whenua

Te Ngāi Tūāhuriri hapū are / 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.

Staff have consulted the sports clubs that use Norman Kirk Park to ensure there are no adverse effects on use of the sports fields by the proposed Play Space.

Of note, staff have consulted with the Softball Club in particular on the Norman Kirk Play Space Concept Plan as the softball grounds are located adjacent to the proposed play space. Members of the Softball Club are supportive of the Concept Plan but requested that the bark mulch safety surface does not blow in to the softball playing fields. Members also enquired if the play space would be better located close to the carpark. The proposed location for the play space was supported by the community during 2022 consultation and therefore staff are confident recommending to proceed with the Concept Plan in the current location.

The rugby grounds and goal posts are managed by Council's Greenspace team who are satisfied that the proposed Master Plan does not affect the use of the grounds.

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. Greenspace staff have undertaken consultation with the wider community as discussed above and noted within the attached Consultation feedback summary.

6. OTHER IMPLICATIONS AND RISK MANAGEMENT

6.1. Financial Implications

There are financial implications of the decisions sought by this report. This budget is included in the Annual Plan/Long Term Plan.

The capital works program for the 2024-34 Long Term Plan included budget for the Currie Park/Norman Kirk play spaces project. This would be funded through the Play Safety/Surface Equipment Renewals (\$191,816) and the Non-specified Reserve Enhancements Budget (\$108,184), bringing the total project budget to \$300,000. This budget is allocated within this 2024 / 25 financial year.

Staff estimate the costs to implement the proposed Norman Kirk Play Space Concept Plan to be \$193,234 and \$29,000 to implement the Currie Park Concept Plan. This leaves approximately \$78,000 from the overall project budget of \$300,000. This remaining budget has been allocated to project management fees and a 25% project contingency of \$40,546 for both projects is also included. The total costs to implement both the Norman Kirk and Currie Park play spaces would be within the allocated \$300,000 project budget.

The project costs are outline in table 1.0 below:

Table 1.0

COST	BUDGET
Allocation for Project Management fees	\$37,220
Forecasted implementation costs – Norman Kirk Park	\$193,234
Forecasted implementation costs – Currie Park	\$29,000
Project contingency 25%	\$40,546
Overall Project Budget (Play Safety/Surface Equipment Renewals (\$191,816) and the Non-specified Reserve Enhancements Budget (\$108,184))	\$300,000

Two items have been included in the Currie Park Concept Plan that are provisional and would be removed if the project budget does not allow for it. These are the maze and exploration table. Should there be insufficient budget, staff will inform the Board who may wish to consider utilizing other discretionary budgets such as the board's General Landscaping Budget or seeking external funding partners.

6.2. Sustainability and Climate Change Impacts

The recommendations in this report have minimal sustainability or climate change impacts. Where practical, Staff work with local (NZ) play equipment suppliers and the equipment currently proposed is predominately manufactured in New Zealand rather than imported from other countries. Some components may not be available locally and are imported as part of the manufacturing process. Celebrating natural play is a great way to encourage children to use the things around them for play rather than relying on formal/designed elements which need materials and energy to create.

6.3. Risk Management

There are risks arising from the adoption/implementation of the recommendations in this report. There is financial risk that the proposed Concept Plans are not implemented within budget. Staff have carried out a thorough cost estimate of the Concept Plans and included a 25% project contingency within the \$300,000 budget to minimise there being a cost overrun.

While the project is planned for completion before the end of financial year, there is risk that the project will be delayed, and the allocated budget would not be spent this year. Staff have considered some delay while planning the project timeline, however if this were to happen the budget would need to be carried forward to the 2025/26 financial year.

6.4. **Health and Safety**

There are health and safety risks arising from the implementation of the recommendations in this report. The implementation of the Concept Plans would require work to be undertaken within Council reserves (and/or Road Reserve) and in particular holes being dug and the use of tools and machinery. If approved, staff would require any contractors to be Sitewise approved and to submit an appropriate health and safety plan (Site specific Safety Plan - SSSP). This would need to be approved by the project manager prior to construction beginning on site.

7. **CONTEXT**

7.1. **Consistency with Policy**

This matter is a matter of significance in terms of the Council's Significance and Engagement Policy.

7.2. **Authorising Legislation**

- Reserves Act 1977
- Sport and Recreation Reserves Management Plan 2015
- Neighbourhood Reserves Management Plan 2015
- Building Act (in relation to regulations around the development of this site)
- New Zealand Standards 5828.2015: Playground equipment and surfacing

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 taking the proposed draft concept plans for implementation.







Have Your Say (2024)

SURVEY RESPONSE REPORT

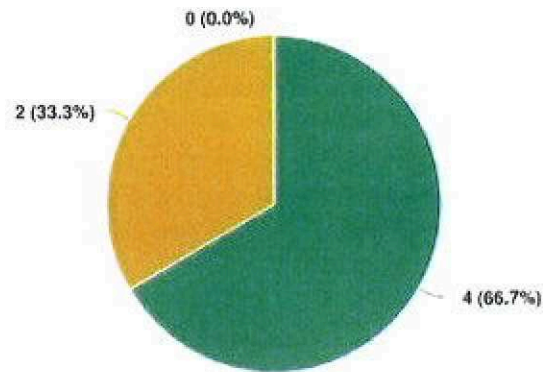
17 November 2024 - 08 December 2024

PROJECT NAME:

Playspaces in Kaiapoi East



SURVEY QUESTIONS

Q1 Do you support the proposed design for the play space at Norman Kirk Park?**Question options**

Yes Mostly No

Mandatory Question (6 response(s))

Question type: Radio Button Question

Q2 Please support your choice with comments below:

No fence, this is really important especially for children with autism, it makes it a way more enjoyable experience for all, and the families that don't require a fence, don't care. Please, my son has autism and he would love love love this park! Also, I note there was a lot of feedback received about water play yet this has not been included at all.... a paddling pool or water play area would literally make it a destination playground for all of kaiapoi and beyond.

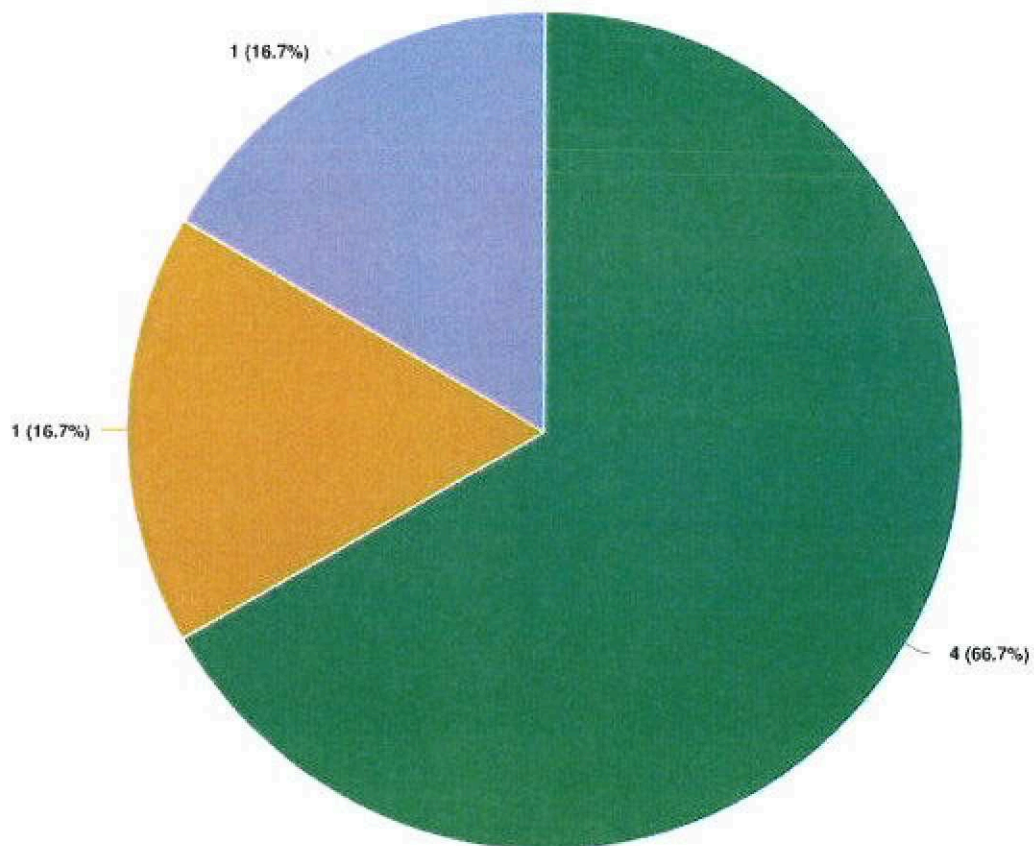
Good job. It's a great park and development.

We are pleased to see the emphasis on accessibility and inclusion and given that this playground is named after former New Zealand Prime Minister Norman Kirk and that accessibility and inclusion fit with his ethos we recommend a stronger emphasis on accessibility and inclusion and that this includes installing a full surface wetpour rubber surface and a two-stage accessibility consultation involving local people and an access professional. Playground surfacing. Playground surfacing is a critical factor for many people when choosing a playground and a wet pour rubber surface fall surface is has more than acetic values. Bark chips prevent many people from using and benefiting from playgrounds. There are many reasons for this these include, the necessity to navigate a step, bark chip surfaces prevent many people from walking across the surface, in particular those with poor balance, mobility aide users, children etc. Bark chips are slip, trip and fall hazards and will often be transferred on to the wet pour rubber surface. They are often used to deposit unsavoury rubbish. Whist initial costs may be less the ongoing costs of raking, topping up need to be considered. The concept drawing suggests that less than a third of the surface is wet pour rubber surface and that only one swing has a safe surface, all children are at risk of falling from swings and many adults would be prevented from pushing children on the swings above the bark surface. Given that playgrounds are a significant investment and playground surfaces are the foundation upon which generations of children and their families grow it is counterproductive to invest in a substandard playground surface. We recommend the Council invest in the health and wellbeing of current and future generations by installing a wet pour rubber surface across the entire surface and if necessary, consider investing in some of the play equipment in ongoing years. We recommend a two-stage accessibility consultation commencing with a local community consultation to gain insight into local access issues and identify community access needs and that this is underpinned by

a professional accessibility audit which will maximise the accessibility and useability of the playground and therefore community benefit. This could commence at concept design stage and continuing throughout the project and is particularly important when selecting play elements. Bench seat – the addition of a backrest and arms consistent with NZS 2141 would increase the useability of the seating and allow more people to remain longer at the park. we also recommend that an information Pannel re Norman Kirk be installed.

Optional question (3 response(s), 3 skipped)

Question type: Essay Question

Q3 Do you support the proposed design for the play space at Currie Park?**Question options**

● Yes ● No ● Mostly

Mandatory Question (6 response(s))

Question type: Radio Button Question

Q4 Please support your choice with comments below:

No comments.

In the 12 years I have been living here I have only seen people there twice. There are very few kids in this niebourhood so I think it is time to move on.

Keep the swings :)

Currie Park is a neighbourhood park and should be viewed in the context of local users particularly those who do not have access to a car and would benefit a local play space. The current concept design would indeed create a pleasant environment however it suggests that people with mobility issues would not be able to progress further than the confines of the asphalt path. Playground surfacing is a critical factor for many people when choosing a playground and a wet pour rubber surface fall surface is has more than acetic values. Bark chips prevent many people from using and benefiting from playgrounds. There are many reasons for this these include, the necessity to navigate a step, bark chip surfaces prevent many people from walking across the surface, in particular those with poor balance, mobility aide users, children etc. Bark chips are slip, trip and fall hazards and will often be transferred on to the wet pour rubber surface. They are often used to deposit unsavoury rubbish. Whist initial costs may be less the ongoing costs of raking, topping up need to be considered. We consider that a professional accessibility review would provide practicable input and provide advice on ways that could increase the accessibility and useability of a space that has the potential to be a community haven. In particular professional advice re elements such as the exploration table, existing seats, plant selection, maze would increase the amenity value of this area.

Optional question (4 response(s), 2 skipped)

Question type: Essay Question

Q5 Additional comments:

Please most of all consider a fence to make it 100 percent an accessible playground for a range of disabilities.

Are there any plans for Gray Crescent playground?

We reiterate our recommendation re the importance of a professional accessibility review and would like to discuss this with the Council

Optional question (3 response(s), 3 skipped)

Question type: Essay Question

Q6 Name/ Organisation:

Mandatory Question (6 response(s))

Question type: Single Line Question

Q7 Email:



Optional question (3 response(s), 3 skipped)
Question type: Single Line Question

Q8 Phone:



Optional question (4 response(s), 2 skipped)
Question type: Single Line Question

Q9 Please tick this box if you would like your contact details to be confidential:

3

2



1

Question options

- Yes

*Optional question (2 response(s), 4 skipped)
Question type: Checkbox Question*

WAIMAKARIRI DISTRICT COUNCIL**REPORT OR DECISION****FILE NO and TRIM NO:** GOV-26-08-06 / 241114201554**REPORT TO:** KAIAPOI-TUAHIWI COMMUNITY BOARD**DATE OF MEETING:** 17 February 2025**AUTHOR(S):** Kay Rabe, Governance Advisor**SUBJECT:** Applications to the Kaiapoi-Tuahwi Community Board's 2024/25 Discretionary Grant Fund**ENDORSED BY:**
(for Reports to Council,
Committees or Boards)


General Manager



Chief Executive
1. SUMMARY

1.1 The purpose of this report is to consider two applications for funding received from:

Name of Organisation	Purpose	Amount requested	Does the application comply with the Discretionary Grant Fund Criteria?
Waimakariri Outrigger Canoe Club	Towards paddles and lifejackets	\$1,000	The application partially complies.
Silverstream Reserve Volunteer Group and Down by the River	Towards small donations for musicians	\$750	The application partially complies.
Total:		\$1,750	

Attachments:

- i. Application from Waimakariri Outrigger Canoe Club (Trim Ref. 241113200906).
- ii. Application from Silverstream Reserve and Down by the River (Trim Ref: 250115004822).
- iii. The spreadsheet shows the grants for the previous two years.
- iv. Board funding criteria for the 2024/25 financial year.

2. RECOMMENDATION**THAT** the Kaiapoi-Tuahwi Community Board:

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

3. **BACKGROUND**

- 3.1 The ***Waimakariri Outrigger Canoe Club*** seeks funding to purchase paddles and lifejackets.
- 3.2 ***Silverstream Reserve Volunteer Group and Down by the River organisers*** are seeking funding for small donations for musicians participating in the event.
- 3.3 The current balance of the Kaiapoi-Tuahiwi Community Board's 2024/25 Discretionary Grant fund is \$4,201.

4. **ISSUES AND OPTIONS**

Waimakariri Outrigger Canoe Club (the Club)

4.1 Information provided by the Club

- 4.1.1 The Club is a newly formed Waka Ama Club based on the Cam River, Kaiapoi, and the only Waka Ama Club in North Canterbury. The Club is registered with Waka Ama NZ, allowing them to participate in New Zealand-wide events such as Kaiteriteri Racing in November and local sprint racing held in December 2024. The Club is open to people of all ages, and paddling together promotes teamwork and reduces stress. The Cam and Kaiapoi Rivers are ideal places for paddling, and members often utilise local cafes and bars after training for their debriefing sessions.
- 4.1.2 The team has rapidly gained interest within the community, with many people expressing a desire to join and participate in this fast-growing sport. However, currently, the Club borrows a Waka, an assortment of paddles and lifejackets, limiting its growth potential.
- 4.1.3 Paddles and lifejackets are essential equipment, and the Club is, therefore, requesting financial assistance to purchase fit-for-purpose equipment, which will enable the Club to expand its training sessions and ensure the safety of paddlers.
- 4.1.4 Currently, the Club has \$495, which was raised through fundraising. Unfortunately, the Club has been unable to secure funding from Rabo Bank and MainPower. The applicant has advised that equipment will be purchased as funds are raised rather than in a one-off purchase once the full amount has been achieved.

4.2 Council Evaluation:

- 4.2.1 This application meets the criteria as the applicant is a non-profit organisation; however, the amount requested by the applicant exceeds the maximum amount the Board allocates at one time. This is the first time the Club has applied for funding, and if this application is unsuccessful, the Club will continue to fundraise while investigating other sources for funding. However, this may significantly delay the purchase of some of the required safety equipment.

Silverstream Reserve and Down by the River (the Organisers)

4.3 Information provided by the Organisers:

- 4.3.1 In 2024, the Silverstream Reserve Volunteer Group and Down by the River hosted the first Boulder Copper Sounds Outdoor Music Event at Silverstream Reserve. The event is a great way to showcase the ongoing restoration work undertaken in the Silverstream Reserve and assists in promoting the unique native wildlife found there, including the Boulder Copper Butterfly. The 2024 event was an enormous success, attended by over 200 locals who enjoyed a free, family-friendly, fun day out with local musicians performing against the beautiful backdrop of Silverstream Reserve. Over 150 volunteer hours were dedicated to the planning and hosting of the event by the organisers.

- 4.3.2 Given the popularity of the previous event, organisers hope that at least 300 people will attend this year's event, which will be open to all sectors of the community. Benefits include a free, family-friendly outing in a relaxed atmosphere and listening to local musicians, encouraging connection and reducing isolation within the community. The musicians will benefit from showcasing their work and enjoying mixing with their local community. The Silverstream Reserve will be promoted, and visitors will be educated on the local fauna and the work undertaken to restore this area to its natural state. This may encourage others to join the volunteer group with the upkeep of the reserve.
- 4.3.3 The event is estimated to cost \$8,500, and the organisers are requesting a grant of \$750 to give a small donation to the 50 musicians invited to perform. The organisers have already received donations from the Lions Federation (\$2,566) and Lime Real Estate (\$750). Given the proximity to the Ohoka / Mandeville community, many Oxford-Ohoka Ward residents are expected to attend the event. The Organisers have, therefore, also applied to the Oxford-Ohoka Community Board and Visit Waimakariri Event Fund for funding. The Oxford-Ohoka Community Board declined the application. The event will proceed if this application is unsuccessful; however, it will mean that budgets would need to be revised to accommodate the lesser amount available to run the event.
- 4.4 Council Evaluation:
- 4.4.1 The application partially complies with the Board's Discretionary Grant criteria as it is from a local non-profit organisation. Seven hundred and fifty dollars is the maximum amount the Board will allocate at one time to a group and a maximum of \$1,000 per financial year. This is the first time the Group has sought Board funding.
- 4.4.2 The criteria state that funding should not be used to pay wages or salaries or to pay volunteers, and therefore, giving a donation to musicians for playing could be seen as a payment for services. However, the Board may consider that a 'donation' does not qualify as payment, noting that the musicians are a key part of the event's entertainment.
- 4.5 The current balance of the Board's Discretionary Grant Fund for 2024/25 is \$4,201. If the application is approved, \$2,451 will be available for the remaining four months of the financial year.
- 4.6 The Board may approve or decline grants as per the grant guidelines.
- 4.7 **Implications for Community Wellbeing**
There are social and cultural implications, as community events provide opportunities for social interaction, which builds a sense of community, reduces feelings of isolation and improves community wellbeing.
- 4.8 The Management Team has reviewed this report.

5. **COMMUNITY VIEWS**

5.1 **Mana Whenua**

Te Ngāi Tūāhuriri hapū may not likely be interested in the subject matter of this report.

5.2 **Groups and Organisations**

No other groups or organisations will likely be affected by or interested in this report's subject matter.

5.3 **Wider Community**

The wider community will likely be interested in the report's subject, as free family-friendly events encourage social connections, and physical activity encourages social interaction, which improves mental health, contributes to community well-being, and reduces isolation.

6. **OTHER IMPLICATIONS AND RISK MANAGEMENT**

6.1 **Financial Implications**

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

6.1.2 The current balance of the Kaiapoi-Tuahiwi Community Board 2024/25 Discretionary Grant Fund is \$4,201. If all the applications are granted, the Board will have \$2,451 left for the remaining four months of the financial year.

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

6.2 **Sustainability and Climate Change Impacts**

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

6.3 **Risk Management**

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

6.4 **Health and Safety**

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

7. **CONTEXT**

7.1 **Consistency with Policy**

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

7.2 **Authorising Legislation**

Not applicable.

7.3 **Consistency with Community Outcomes**

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

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

7.4 **Authorising Delegations**

Community Boards have delegated authority to approve Discretionary Grant Funding.

RECEIVED
13 NOV 2024
BY:

What happens now?

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

What happens next?

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

Groups applying for Board Discretionary Grants 2024/2025

Name of group: Waimakariri Outrigger Canoe Club

Address: [Redacted]

Contact person within organisation: [Redacted]

Position within organisation: Chair-person

Contact phone number: [Redacted]

Email: [Redacted]

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

We are a newly formed Waka Ama Club - the only one in North Canterbury , Currently we use a borrowed Waka , a mishmash of paddles and life jackets . If we were successful in getting a grant, the money would be put forward to purchase paddles and or life jackets . This equipment is important so we can expand our training sessions and ensure the safety of our members .

Our team has rapidly gained interest within the community with a growing number of people expressing a desire to join and participate in this fast growing sport . Waka Ama is a sport that everyone can enjoy .

What is the timeframe of the project/event date? We have no specific time frame . ~~As we raise the funds ne~~

Overall cost of project/event: _____ Amount requested: \$1000.00

How many people will directly benefit from this project? 20 at the moment.

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

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

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

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

Other (please specify): Unable to give a percentage as we have not as yet opened our membership up to the local community.

WAIMAKARIRI DISTRICT COUNCIL
RECEIVED: 13 NOV 2024
To: _____
3

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

As well as fostering physical fitness , we believe that being out on the water and being part of a supportive group provides significant mental health benefits . Paddling together promotes a sense of well being , reduces stress and strengthens social connections . We laugh alot and have fun which is really important for everyone .

What is the benefit(s) to your organisation?

The club is based on the Cam River , Kaiapoi . An investment in more equipment will mean that we can increase our membership . At the moment we have a limited membership because of limited resources . Life jackets are essential for safety . A completeclub set of paddles would mean that all paddlers are the same - a team of fabulous people

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

Our club is based on the Cam River . As we are the only Waka Ama Club this will give people of all ages and ethnicities an opportunity to join a local Waka Ama Club . The Cam River and Waimakariri River are the ideal places to paddle . After paddling there is a wide selection of local Bars and Cafes that our paddlers can frequent for a catch up .

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

If yes, name of parent group: Waka Ama NZ

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

We are the newest club registered with Waka Ama NZ and Te Waka o Aoraki . This makes us an official club . We can participate in New Zealand wide events such as Kaiteriteri Racing this November , local Sprint racing - December .

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

Raffle - Raised \$495.00
Rabo Bank - no funding /grant given
Mainpower - no funding /grant given

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

None as yet

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

If yes, please supply details:

[Empty text box for details]

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

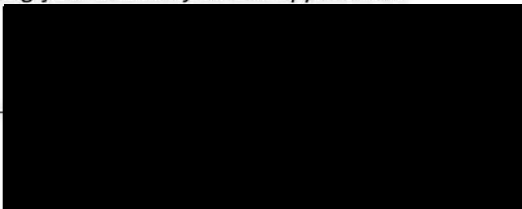
If No, what are the consequences to the community/organisation?

[Empty rectangular box for consequences]

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

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

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

Signed: 

Date: 13 November 2024



QUOTE

Waimakariri Waka Ama Club

Date
31 May 2024

Expiry
30 Nov 2024

Quote Number
QU-0476

GST Number
099-908-564

Tai Paddles
3910 State Highway 23
RD 1
Raglan 3295
NEW ZEALAND
Ph. +6421901510
Email.
accounts@taipaddles.co.nz

Description	Quantity	Unit Price	Amount NZD
Kanae-Midget Paddle Adjustable	6.00	369.00	2,214.00
Tai Paddles Kahawai (Entry level paddle with adjus	6.00	369.00	2,214.00
Hybrid Carbon Broadbill	12.00	549.00	6,588.00
Hybrid Uru Steering Paddle	2.00	589.00	1,178.00
Vaikobi Ocean Racing PFD	5.00	230.00	1,150.00
Hutchwilco Nordic youth PFD	5.00	99.00	495.00
Packaging and Postage	4.00	80.00	320.00
		INCLUDES GST 15%	1,846.82
		TOTAL NZD	14,159.00

Waimakariri Outrigger Canoe Club Incorporated Financial Statements
as at 11/11/24

Income		Expenditure		
Fundraising	\$ 495.00	Fundraising	\$ -	
Grants	\$ -	Withholding Tax	\$ 0.35	
Subs	\$ 1,000.00	Uniform	\$ 1,342.45	
Uniform	\$ 759.40	Equipment	\$ -	\$583.05
Travel	\$ 765.00	Waka Ama NZ	\$ 50.00	
Sundry	\$ 100.00	Travel	\$ -	
Interest	\$ 1.07	Sundries	\$ 100.00	
		Prizegiving	\$ -	
		Excess Income	\$ 1,627.67	
Total Income	<u>\$ 3,120.47</u>	Total Expenses	<u>\$ 3,120.47</u>	

Balance Sheet

Assets

Cash at bank	\$ 1,712.86
Accounts Receivable	\$ 583.05
Equipment	\$ 400.00
Total Assets	<u>\$ 2,695.91</u>

Liabilities

Entry fees Payable	\$ 1,020.00
Club Equity	\$ 1,675.91
	<u>\$ 2,695.91</u>

Your statement

Tō pūrongo pūtea



Kiwi bank Limited, Private Bag 39888, Wellington 5045, New Zealand Kivibank.co.nz Phone: 0800 113 355

MR R G SMITH
3 SOVEREIGN BOULEVARD
KAIAPOI 7630

Statement number 1

Access Number 2665517

Account balance(s) as at 02 November 2024

(Account(s) held with Kiwibank Limited)

Account	Balance
WAIMAKARIRI OUTRIGGER CANOE CLUB INCORPORATED	\$812.86
WAIMAKARIRI OUTRIGGER CANOE CLUB INCORPORATED	\$0.00

Receiving your statements by post?

Help us to be more sustainable by changing your statement delivery method to electronic. You can easily switch to electronic statements in the statement vault in internet banking. Please take a minute to provide or update your email address, under 'Settings', at the same time. Ka nui te mihi / Many thanks.

What happens now?

73

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

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

Groups applying for Board Discretionary Grants 2024/2025

Name of group: Silverstream Reserve and Down By the River

Address: [REDACTED]

Contact person within organisation: [REDACTED]

Position within organisation: Funding Coordinator & Volunteer Coordinator

Contact phone number: [REDACTED]

Email: [REDACTED]

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

In 2024 Silverstream Reserve and 'Down by the River', hosted the first Boulder Copper Sounds outdoor music event at Silverstream Reserve. The event was a great success, attended by over 200 locals who enjoyed a free, family-friendly event, showcasing local musicians who played and Silverstream Reserve in Clarkville, North Canterbury. The event was opened by Waimakariri District Mayor- Dan Gordon, followed by a line up of over 10 acts with 25 musicians performing.

The event is a great way to showcase the ongoing restoration work at Silverstream Reserve and promotes the unique native wildlife found there- including the boulder copper butterfly. It also helps to get the local community

What is the timeframe of the project/event date? 16th March, 2025

Overall cost of project/event: \$8490.46 Amount requested: \$750

How many people will directly benefit from this project? 300 plus

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

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

Preschool School/youth Adults Whole community/ward

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

Oxford-Ohoka 30 % Rangiora-Ashley 30 % Woodend-Sefton 10 % Kaiapoi-Tuahiwi 30 %

Other (please specify):

What are the direct benefit(s) to the participants? 74

Musicians will benefit from a platform to showcase their work, along with a small donation to cover their expenses.

What is the benefit(s) to your organisation?

Silverstream Reserve will benefit through the opportunity to showcase the local flora and fauna residing at the reserve, and their hard work put in to maintaining it. It will also provide us an opportunity to promote volunteering at the reserve and recruit new volunteers.

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

The Boulder Copper Sounds event provides participants with a free, family-friendly experience showcasing local talent. Attendees enjoy live performances by around 50 musicians. This will directly benefit all attendees by fostering community and connection.

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

If yes, name of parent group: _____

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

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

The Lions Foundation have donated \$2,566
Lime Real estate have donated \$750

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

We will be applying to-
Oxford/Ohoka Community Board
Visit Waimakariri Event Funding

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

If yes, please supply details:

If this application is declined, will this event/project still occur? ⁷⁵ Yes No

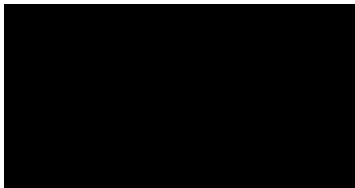
If No, what are the consequences to the community/organisation?

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

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

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

Signed:



Date: 7/01/2025

Boulder Copper⁷⁶ SOUNDS

Boulder Copper Sounds Music Event at Silverstream Reserve

In 2024 the Silverstream Reserve Volunteer Group and Down By The River - Kaiapoi Music hosted the first Boulder Copper Sounds outdoor music event at Silverstream Reserve. The event was a great success and attended by over 200 locals who enjoyed a free family-friendly fun day out with local musicians playing throughout the day against the beautiful backdrop of Silverstream Reserve, Clarkville in North Canterbury.

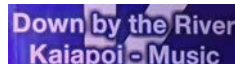


Over 150 volunteer hours were dedicated to the planning and running of the event by the Silverstream Reserve Volunteer Group and Down By The River Music event coordinators.

The event is a great way to showcase the ongoing restoration work at Silverstream Reserve and help to promote the unique native wildlife found there - including the Boulder Copper Butterfly. It helps to get people interested in volunteering at the reserve while also just providing a fun, local outing for the community.

The event was opened by the Waimakariri District Mayor - Dan Gordon and there was a line up of over 10 acts with 35 musicians in total performing.

We aim to make this an regular annual event and we seek funding towards our March 16th 2025 to cover the hire of a sound system and generators and to pay the musicians a small donation to cover their expenses.



Boulder Copper⁷⁷ SOUNDS



Boulder Copper Sounds - Performers Donation Offer

Thank you for being part of our charity event Boulder Copper Sounds and offering your time to support The Silverstream Reserve Volunteers and create an awareness of the awesome work they are doing for conservation.

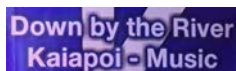
Our Boulder Copper event at Silverstream Reserve is now in its second year.

Although you give your skills and time freely, in the past we have been able to offer you a \$50 voucher for expenses.

I hope this will happen for 2025 16th March

Thanks once again

Nigel Cook Down by the River-Kaiapoi music in conjunction with Silverstream reserve Volunteers



Breakdown of Costs

Silverstream Reserve and Down by the River- Kaiapoi, are looking for

\$385 - towards Sound System payment

And

\$665 - towards musicians \$50 donation vouchers

Totalling \$750



\$1,378.33

DBTR-Boulder Copper

Share

Pay or transfer

Transactions

Details

in 22 Sep 2024

\$1,378.33

North Canterbury
Eco

\$1,378.33

No more transactions



Quote Date: 12/07/24 1444
 Provided By: Phil Mardon

Prepared For:	Dates and Times:	Job Site:
Down By the River [REDACTED]	Delivery: 16/03/25 at 0800 Set-Up By: 16/03/25 at 1000 Show Start: 16/03/25 at 1000 Show End: 16/03/25 at 1600 Pick-Up: 16/03/25 at 1600	Venue: Silverstream Reserve Room: Address: 161 South Eyre Road Clarkville 7692 New Zealand Contact: Telephone:

H [REDACTED]

Thanks for asking us to put forward a quote for your event. Please let me know how this proposal fits with what you have in mind.

REQUIREMENTS:

- Front of House Sound Equipment
 - o PA suitable for event space and estimated number of attendees, consisting of
 - 2x Top Boxes
 - 2x Subwoofers
 - o Digital mixing console
 - o All cabling, interconnects, and safety equipment
- Microphone Stage Package
 - o 4x Vocal microphones
 - o 4x Instrument microphones (brass, horns, rhythm etc)
 - o 4x DI boxes (keys, bass etc)
 - o Drum Kit microphones
 - o 4x Foldback monitors (each with individual send)
 - o All microphone stands, cabling and interconnects
- Labour and Delivery
 - o Technicians to deliver, set-up, operate, manage stage change-overs, and pack-down all equipment
 - o Delivery of equipment to Clarkville, North Canterbury

YOUR INVESTMENT:

Front of House Sound Equipment	574.95
Microphone Stage Package	458.00
Technician Labour	1,200.00
Transport	60.00

Sub-Total	2,292.95
GST	343.94

Total	2,636.89

THIS QUOTATION REMAINS VALID FOR 30 DAYS FROM THE ABOVE DATE AFTER WHICH A REVISED QUOTATION MAY BE NECESSARY. ANY VARIATION TO THE ABOVE QUANTITIES OR THE REQUESTED SERVICES MAY RESULT IN A VARIATION TO THE QUOTED PRICE

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

Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
		2023/24 = \$9,390 = carry forwards \$1,632 = Returned funds \$500				\$ 7,522.00
17-Jul	Coastguard North Canterbury	towards upgrading the swift water rescue vessel		\$500	\$750	\$ 6,772.00
21-Aug	Waimakariri Access Group	Towards running an Inclusive Sports Event	9-May-24	\$750	\$418.27	\$ 6,353.73
21-Aug	Community Wellbeing North Canterbury Trust	towards an 0800 number	7-May-24	\$600	\$600	\$ 5,853.73
16-Oct	Pines Kairaki Beaches Association	Towards hosing a Christmas event	31-Jan-24	\$515	\$515	\$ 5,338.73
20-Nov	St Patick's School	towards a bike and scooter track		\$500	Declined	\$ 5,338.73
20-Nov	Community Watch Kaiapoi Inc	towards a AED	8-Mar-24	\$750	\$750	\$ 4,588.73
11-Dec	North Canterbury Pony Club	Towards first aid services	This will only be sent after October when	\$1,000	\$750	\$ 3,838.73
19-Feb	Northern Phoenix paddling club	towards go pro cameras	27-May-24	\$1,667	\$667	\$ 3,171.73
19-Feb	Waimakariri Community Arts Council – Kaiapoi's Art on the Quay	towards promotion of exhibitions	20-May-24	\$695	\$695	\$ 2,476.73
13-Mar	Cure Boating Club	Towards painting a mural on its walls	7-May-24	\$1,000	\$1,000	\$ 1,476.73
15-Apr	Kaipoi Branch North Canterbury Pony Club Inc	Towards a new BBQ		\$611	\$250	\$ 1,226.73
15-Apr	St Patricks School PTA	Towards new sports balls		\$750	Declined	\$ 1,226.73
15-Apr	Pines Kairaki Beaches Association	Towards hosting community events		\$500	\$500	\$ 726.73
15-Apr	The Darnley Club	Towards the cost of transporting a client		\$728	Declined	\$ 726.73
17-Jun	Kaipoi Softball Club	towards hosting a softball tournament		\$750	750	

Kaiapoi-Tuahiwi
Community Board
10.136.100.2410

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

Meeting considered	Group	Project	Accountability Received	Amount Requested	Amount Granted	Running Balance
		2024/25= \$8,600				\$ 8,600.00
15-Jul	Waimakariri United Football Club	Towards Bibs for Mainland competition teams		\$856	\$500	\$8,100
15-Jul	R13 Youth Development Trust	Towards Art Therapy supplies	30-Jan-25	\$600	\$600	\$7,500
15-Jul	Community Wellbeing North Canterbury Trust	Digital media screen for Karanga Mai Early Learning Centre		\$600	Declined	\$7,000
19-Aug	Allstars U18	Towards training camp		\$750	\$500	\$7,000
19-Aug	Oxford Community Trust	towards catering costs for Day Out event		\$750	Declined	\$7,000
19-Aug	Kaiapoi Garden Club	towards costs of running Kaiapoi Garden Competition	4-Nov-24	\$560	\$500	\$6,500
19-Sept	North Canterbury Inclusive Sports Festival	Host the festival at Mainpower		\$750	\$500	\$6,000
19-Sept	YDOT	Towards Funday & Adventure Race		\$918	\$517	\$5,483
21-Oct	Kaiapoi Community Garden	Floor Covering		\$550	\$550	\$4,933
21-Oct	Pines Kairaki Beaches Association	Christmas Event		\$732	\$732	\$4,201
17-Feb	Waimakariri Outrigger Canoe Club	Purchase of paddles and lifejackets		\$1,000		
17-Feb	Silverstream Reserve Volunteer Group and Down by the River	Donation for Musicians		\$750		

Kaiapoi-Tuahiwi
Community
Board

10.136.100.2410

GOVERNANCE

Kaiapoi-Tuahiwi Community Board Discretionary Grant Application

Information to assist groups with their application

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

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

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

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

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

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

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