



AGENDA

Infrastructure Committee Meeting Tuesday, 19 August 2025

Date Tuesday, 19 August 2025

Time Following Environmental Services Committee

Location Council Chamber
Timaru District Council Building
2 King George Place
Timaru

File Reference 1780762

Timaru District Council

Notice is hereby given that a meeting of the Infrastructure Committee will be held in the Council Chamber, Timaru District Council Building, 2 King George Place, Timaru, on Tuesday 19 August 2025, at the conclusion of the Environmental Services Committee meeting.

Infrastructure Committee Members

Sally Parker (Chairperson), Gavin Oliver (Deputy Chairperson), Stu Piddington, Peter Burt, Owen Jackson, Allan Booth, Stacey Scott, Michelle Pye, Scott Shannon and and Mayor Nigel Bowen

Quorum – no less than 5 members

Local Authorities (Members' Interests) Act 1968

Committee members are reminded that if you have a pecuniary interest in any item on the agenda, then you must declare this interest and refrain from discussing or voting on this item, and are advised to withdraw from the meeting table.

Andrew Dixon
Group Manager Infrastructure

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- 1 Apologies**
- 2 Public Forum**
- 3 Identification of Items of Urgent Business**
- 4 Identification of Matters of a Minor Nature**
- 5 Declaration of Conflicts of Interest**

6 Confirmation of Minutes

6.1 Minutes of the Infrastructure Committee Meeting held on 17 June 2025

Author: Jessica Kavanaugh, Team Leader Governance

Recommendation

That the Minutes of the Infrastructure Committee Meeting held on 17 June 2025 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Attachments

- 1. Minutes of the Infrastructure Committee Meeting held on 17 June 2025**



MINUTES

Infrastructure Committee Meeting Tuesday, 17 June 2025

Ref: 1780762

**Minutes of Timaru District Council
Infrastructure Committee Meeting
Held in the Council Chamber, Timaru District Council Building, 2 King George Place, Timaru
on Tuesday, 17 June 2025 Following Environmental Services Committee at 9.51am**

Present: Clrs Sally Parker (Chairperson), Gavin Oliver (Deputy Chairperson), Mayor Nigel Bowen, Stu Piddington, Peter Burt, Owen Jackson, Allan Booth, Stacey Scott, Michelle Pye, Scott Shannon

In Attendance: Rosie Woods (Geraldine Community Board Member)

Nigel Trainor (Chief Executive) – Online, Andrew Dixon (Group Manager Infrastructure and Acting Group Manager Property), Paul Cooper (Group Manager Environmental Services and Acting Group Manager Community Services), Stephen Doran (Group Manager Corporate and Communications), Andrew Lester (Drainage and Water Manager), Suzy Ratahi (Land Transport Manager), Mike Wrigley (Recreation Facilities Manager), Aaron Hakkaart (Planning Manager – District Plan Review), Rosie Oliver (Development Manager), Bill Steans (Parks and Recreation Manager), Alana Hobbs (Executive Support Coordinator), Maddison Gourlay (Marketing and Communications Advisor), Laura Rich (Water Services Strategy Officer), Michelle Bunt (Road Safety Coordinator), William Ching (Infrastructure Planner), Diane Miller (Acting Property Team Leader), Meghan Taylor (Executive Operations Coordinator)

1 Apologies

No apologies were received.

2 Public Forum

There were no public forum items.

3 Identification of Items of Urgent Business

No items of urgent business were received.

4 Identification of Matters of a Minor Nature

- Update on Strathallan Corner design and the project timeline
- Claremont Road vegetation issue
- Stafford Street tile update
- Council's role in the administration of the Showgrounds Development Consent Issues
- Sally Parker tabled a letter received in regards to 8.3 Road Naming Proposal - 13 Lot Subdivision Mahoney's Hill Road

16 June 2025

Infrastructure Committee

Timaru District Council
2 King George Place
Timaru 7910

By Email: sally.parker@timdc.govt.nz

Dear Infrastructure Committee Members,

We are the registered owners of Lot 4 in the new 13-Lot subdivision (associated with Subdivision Consent 101.2020.112) located at 56 Mahoneys Hill Road, Timaru.

This letter relates to Matter 8.3 – Road Naming Proposal. We have reviewed the road names proposed by the Developer and the reason for each name submitted, contained in the agenda for the 17 June 2025 meeting (Ref: 1764771).

We acknowledge the Committee is not required to undertake consultation with the public on this matter, but respectfully request this letter be tabled at the meeting and our view considered.

Our preferred road name is 'Langdale Rise'. We consider this name most suitable for the following reasons:

1. Langdale Rise is the most consistent with other road names in this area of Oceanview and therefore promotes continuing the established theme in the neighbourhood. Examples include Mueller Drive (located adjacent to the new subdivision), Godley Place, Tasman Street and Burnett Street. All roadways are named after glaciers in the Aoraki Mount Cook National Park.
2. The road type 'Rise' describes 'a roadway going to a higher place or position', and accurately reflects the steep topography of the new subdivision.
3. Langdale Rise accounts for the personal significance of Aoraki Mount Cook and the Mackenzie area to our family.
4. Once the subdivision is complete, all houses, including ours at the top of the Rise, will have an uninterrupted view toward the Southern Alps.

The names 'Winston Place' and 'Gulch Way' are not preferred, even in light of the reasoning put forward by the Developer. We also consider our preference of Langdale Rise should be afforded more weight than the Developer's preference, as this will be our home for many years to come.

We therefore respectfully request the Committee accepts the name 'Langdale Rise' as the name of the new roadway for the subdivision located at 56 Mahoneys Hill Road.

Yours faithfully,

N A P & L K O'Brien

Attachments

- 1 Letter Tabled to the Infrastructure Committee regarding the Road Naming Proposal

5 Declaration of Conflicts of Interest

Sally Parker declared a conflict of interest in regard to item 8.3 Road Naming Proposal - 13 Lot Subdivision Mahoneys Hill Road due to her relationship with the person who submitted the tabled letter and will step down as chairperson for this item.

6 Confirmation of Minutes**6.1 Minutes of the Infrastructure Committee Meeting held on 15 April 2025****Resolution 2025/10**

Moved: Clr Sally Parker

Seconded: Clr Peter Burt

That the Minutes of the Infrastructure Committee Meeting held on 15 April 2025 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

7 Schedules of Functions Attended**7.1 Schedule of Functions Attended by the Chairperson****Resolution 2025/11**

Moved: Clr Sally Parker

Seconded: Clr Owen Jackson

That the Schedule of Functions Attended by the Chairperson be received and noted.

Carried

8 Reports**8.1 Actions Register Update**

The Chairperson provided the Infrastructure Committee with the updates on the status of the action requests raised by Councillors at previous Committee meetings.

The Group Manager Infrastructure spoke to the Claremont Road action. It was noted that no follow up has occurred with Barry Crossman following his presentation to Council, follow up needs to be actioned.

It was noted that speed limits that have been reduced are being reviewed as per Government directive, once this work is completed new speed limits will be looked at. Council officers are also looking at reenacting Council's speed limit bylaw again, to give us more control over speeds.

Temporary speed limit measures and e-road speed limits were discussed. It was clarified that the e-road speed limits will be updated once confirmed on the register.

Resolution 2025/12

Moved: Clr Stacey Scott

Seconded: Clr Peter Burt

That the Infrastructure Committee receives and notes the updates to the Actions Register.

Carried

8.2 Temporary Road Closure Applications - Section 342 and Schedule 10, Clause 11(e) LGA

The Land Transport Manager spoke to the report seeking the Committee's approval of temporary road closure application(s), as per Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.

Clarity was ascertained regarding the ability to approve the closure and approve funding for the closure at a later date and the budget allocated for road closures .

The policy, fees and charges, and the risk based approach were discussed.

Officers were asked to provide the benefits each group/event provides to the community within the report going forward to aid in decision making.

Motion

Moved: Clr Gavin Oliver

Seconded: Clr Scott Shannon

To approve all applications 1 through 7 in the resolution.

In Favour: Mayor Nigel Bowen, Clrs Gavin Oliver, Peter Burt, Owen Jackson and Scott Shannon

Against: Clrs Sally Parker, Stu Piddington, Allan Booth, Stacey Scott and Michelle Pye

Equal

Motion Lost

Resolution 2025/13

Moved: Clr Gavin Oliver

Seconded: Clr Scott Shannon

That the Infrastructure Committee:

1. Approve temporary closure of Stafford Street (The Bay Hill to George Street), Church Street (Stafford Street to Sophia Street), Strathallan Street (Stafford Street to The Terrace) for the Matariki Night Market on 27 June 2025 from 3:30pm to 8:30pm under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.
2. Approve traffic management for the Matariki Night Market be funded from the Land Transport Community Events and Programmes Budget.
3. Approve temporary closure of Stafford Street (Cliff Street to Beswick Street), King George Place (Barnard Street to Strathallan Street), Cliff Street (Stafford Street to Turnbull Street) for the Soap Box Derby 2025 on 9 November 2025 from 7:30am to 5pm under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.
4. Approve traffic management for Soap Box Derby 2025 to be funded from the Community Events and Programmes budget.
5. Approve temporary closure of Talbot Street (Hislop Street to Peel Street), Cox Street (Talbot Street to Hislop Street), Wilson Street (24 Wilson Street to Talbot Street) on 14 November 2025 and Hislop Street (Cnr of Talbot Street to cnr of Cox Street) on 15 November 2025 from 6:00am to 5:30pm for the Geraldine Festival 2025 under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.

6. Approve traffic management for Geraldine Festival 2025 be funded from the Community Events and Programmes budget.
7. Approve temporary closure of Sophia Street (Bank Street to King George Place), King George Place (Sophia Street to Perth Street), Perth Street (King George Place to Church Street), Church Street (Bank Street to Sophia Street) for the Timaru Street Criterium on 26th December 2025 from 5pm to 9:30pm under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.

In Favour: Mayor Nigel Bowen, Clrs Sally Parker, Gavin Oliver, Peter Burt, Owen Jackson and Scott Shannon

Against: Clrs Stu Piddington, Allan Booth, Stacey Scott and Michelle Pye

Carried 6/4

Clr Sally Parker used her casting vote as Chairperson in favour of the motion.

8.3 Road Naming Proposal - 13 Lot Subdivision Mahoneys Hill Road

Clr Sally Parker stepped back from the table and as chairperson for item 8.3 Gavin Oliver chaired this item.

The Group Manager Infrastructure, Land Transport Manager and Infrastructure Planner spoke to the report regarding the road naming proposal for the Mahoneys Hill Road 13 Lot Subdivision.

The submission that was tabled under minor nature was noted.

Resolution 2025/14

Moved: Clr Allan Booth

Seconded: Clr Stu Piddington

That the proposed road within the site associated with Subdivision Consent 101.2020.112 by Timaru Developments Limited to be named Winston Place.

In Favour: Clrs Gavin Oliver, Stu Piddington, Peter Burt, Allan Booth, Stacey Scott, Michelle Pye and Scott Shannon

Against: Clr Owen Jackson and Mayor Nigel Bowen

Abstained: Clr Sally Parker

Carried 7/2

Sally Parker resumed as Chairperson for the remainder of this meeting.

8.4 Geraldine Water Supply Strategy

The Drainage and Water Manager and Water Services Strategy Officer spoke to the report to endorse the draft Geraldine Water Supply Scheme Strategy.

Concerns were raised regarding the process of obtaining a concession to occupy from the Department of Conservation (DOC). Council Officers advised that the Geraldine Water Scheme is the only scheme where a critical Council asset is located on DOC reserve land. Historically, when the land was transferred, no formal security was established to ensure Council's right to occupy and operate within the reserve for water supply purposes. There is confidence that there is precedent supporting the successful acquisition of the required concession through the hearing process.

The future of the existing reservoir, the costs and the risks surrounding the resource consent were discussed.

Resolution 2025/15

Moved: Cllr Sally Parker

Seconded: Mayor Nigel Bowen

1. That the Geraldine Water Supply Strategy be endorsed.
2. That the participation of the Stakeholders Liaison Group be formally acknowledged with thanks.

Carried

8.5 South Rangitata Reserve Management Plan - Initial Submissions

The Parks and Recreation Manager and Group Manager Infrastructure spoke to the report to consider suggestions for inclusion in the review of the South Rangitata Reserve Management Plan. Officers were asked to provide the following in the next update: A business plan with full costs associated and a table that has all the points from the submitters, whether they have been included or not and the reasons outlined.

A retreat management plan for the South Rangitata Reserve was discussed.

Resolution 2025/16

Moved: Mayor Nigel Bowen

Seconded: Cllr Peter Burt

1. That the submissions received through the public consultation following the notice of intent to review the Rangitata Reserve Management Plan be received and noted.
2. That Officers prepare a draft revised Rangitata Reserve Management Plan, considering the submissions, for Council approval prior to further public consultation.

Carried

8.6 Caroline Bay Masterplan

The Development Manager, Parks and Recreation Manager and Group Manager Infrastructure spoke to the report to consider the endorsement of a Masterplan for Caroline Bay (the Masterplan).

The Development Manager spoke to the main changes that were proposed by Isthmus original Masterplan following consultation with stakeholders. A compromise has been reached to ensure costs are lowered and limited change.

Clarification was provided by the Development Manager regarding the stakeholders engaged for consultation surrounding the Masterplan.

This Masterplan was produced as an enabling document that addressed the spatial awareness lacking from the previous document. It was noted that aspirational commercial activities, ventures and opportunities is not Council's function to explore.

Planning and Regulatory framework to be enabler of economic development on the Bay and the Proposed District Plan historic classification were discussed.

A workshop to discuss the future of Caroline Bay and the Masterplan was requested.

Motion

Moved: Clr Allan Booth

Seconded: Clr Stu Piddington

That the Caroline Bay Master Plan is not endorsed at this time.

In Favour: Mayor Nigel Bowen, Clrs Stu Piddington and Allan Booth

Against: Clrs Sally Parker, Gavin Oliver, Peter Burt, Owen Jackson, Stacey Scott, Michelle Pye and Scott Shannon

Lost 3/7

Resolution 2025/17

Moved: Clr Peter Burt

Seconded: Clr Owen Jackson

That the Infrastructure Committee endorses the Caroline Bay Masterplan subject to any amendments.

In Favour: Mayor Nigel Bowen Clrs Sally Parker, Gavin Oliver, Peter Burt, Owen Jackson, Stacey Scott, Michelle Pye and Scott Shannon

Against: Clrs Stu Piddington and Allan Booth

Carried 8/2

8.7 The Terrace Footbridge Repairs

The Land Transport Manager spoke to this report to present updated options for The Terrace Footbridge, following finalisation of the repair scope, receipt of quotations and review of community feedback.

Discussion included projects that would be deferred if the bridge was reprioritized for repair, the cost of the tenders for quoted works, the extended life of the asset, accessibility, and the future use of the lane if the asset is decommissioned.

It was agreed to proceed with testing the residents and general public's appetite to fundraise towards the repair, Clr Allan Booth offered to was to extend the opportunity.

It was agreed that Council Officers were to obtain another quote from an interested party and provide the Committee with further options for consideration that incorporated the sale of the lane if the walk bridge was decommissioned.

Resolution 2025/18

Moved: Cllr Michelle Pye

Seconded: Cllr Scott Shannon

That the Infrastructure Committee decline all recommendations presented regarding the Terrace footbridge.

Carried

Resolution 2025/19

Moved: Cllr Michelle Pye

Seconded: Cllr Sally Parker

That the Infrastructure Committee suspends Standing Order 4.2 to allow the meeting to continue beyond 2 hours without a break.

Carried

9 Consideration of Urgent Business Items

No items of urgent business were received.

10 Consideration of Minor Nature Matters

The Claremont Road vegetation issue was satisfied under the Actions Register item 8.1.

Strathallan Corner Design and Project Timeline Update

The Group Manager Infrastructure provided an update to the Committee. The finalised design is currently being worked to with the project completion expected by the end of July. There has been a delay due to other services infrastructure and unforeseen issues needing to be resolved which are currently being worked through.

Stafford Street Tile Update

An overview of the history surrounding tile issues was provided to the Committee. A report was requested that provides options which includes a viable solution, costs, expected outcomes and an approach with consideration to infrastructure renewals and age friendly strategy. Officers were also asked to obtain feedback from Stafford Street business owners to see whether their customers are raising the same issues of the original tiles compared to the non-slip coated tiles.

Showgrounds Development Consent Issues

Further clarification is being sought regarding progress made following the meeting with the New Zealand Transport Agency (NZTA) on 15 May 2025. Council Officers have worked hard to facilitate meetings between NZTA and the developer to collaborate on a solution. It was noted the temporary intersection was approved by NZTA against officer recommendation. An enforcement process has been actioned and are working through a formal complaints process between NZTA and the

developer. The Planning Manager - District Plan Review spoke to the Committee regarding their appointment as the enforcement officer to assess the issues for the current consent and any future consents that are to be considered.

11 Public Forum Items Requiring Consideration

There were no public forum items.

The Meeting closed at 12.24pm.

.....
Chairperson

Sally Parker

7 Schedules of Functions Attended

7.1 Schedule of Functions Attended by the Chairperson

Author: Jessica Kavanaugh, Team Leader Governance

Authoriser: Stephen Doran, Group Manager Corporate and Communications

Recommendation

That the Schedule of Functions Attended by the Chairperson be received and noted.

Functions Attended by the Chairperson for the Period 04 June 2025 and 05 August 2025.

<i>17 June 2025</i>	Standing Committees and Workshops
<i>24 June 2025</i>	Council Meeting
<i>30 June 2025</i>	Council Meeting
<i>7 July 2025</i>	South Canterbury Age Friendly Network Meeting
<i>15 July 2025</i>	Council Meeting
<i>22 July 2025</i>	Council Meeting
<i>22 July 2025</i>	Workshop
<i>30 July 2025</i>	Local Water Done Well Steering Group
<i>5 August 2025</i>	Citizenship Ceremony
<i>5 August 2025</i>	Council Meeting

Meetings were also held with various ratepayers, businesses and/or residents on a range of matters.

Attachments

Nil

8 Reports

8.1 Request for funding from the Contestable Cycle Ways Fund - Geraldine Mountain Bike Park development

Author: Andrew Dixon, Group Manager Infrastructure

Authoriser: Andrew Dixon, Group Manager Infrastructure

Recommendation

1. That the Infrastructure Committee approve the funding application of \$100,000 plus GST, from Bike Geraldine for the construction of new Mountain bike (MTB) cycle tracks at Riddells Reserve in Geraldine, funded from the contestable cycleways funding 2025-26.
2. That Council Officers develop a formal application process through the SmartyGrants portal for future contestable walking and cycling trails funding.

Purpose of Report

- 1 To consider an application from the Bike Geraldine for the funding of a new Geraldine Mountain bike (MTB) Park from the Council Contestable Cycle Ways fund.

Assessment of Significance

- 2 This matter is assessed as low significance in terms of Timaru District Council Significance and Engagement Policy. This application is consistent with the current fund scope and approved budget.

Background

- 3 Council provides an annual contestable fund of \$100,000 (excluding GST) to be available to groups to fund and develop walking and cycling trails.
- 4 There is no formal application process or deadline date and applications are considered on a case by case basis.
- 5 The Infrastructure Committee has delegation to approve an application up to the approved budget of \$100,000 plus GST.
- 6 The fund is for new cycle related initiatives. Previous funding has been allocated to the Centennial Park bike pump track and the Pleasant Point to Cave off road cycleway.

Discussion

- 7 Council has been approached by Bike Geraldine seeking funding assistance for the development of a cycling project in the Timaru District. Bike Geraldine is proposing to construct a new MTB park located on the Riddells Reserve in Geraldine (Attachment 1).
- 8 This land was previously a forestry block that has been recently harvested. It is currently proposed to be replanted in native trees. However, bike tracks can be accommodated.

- 9 The Bike Geraldine proposal is outlined in Attachment 1 and representatives will be presenting this proposal at the meeting.
- 10 Funding assistance up to \$100,000 from Council to implement this proposal is being requested.
- 11 The presence of bike tracks on this reserve is consistent with the reserve purpose.

Options and Preferred Option

- 12 Three Options are available as follows:
- 13 *Option 1* is to approve \$100,000 funding to Bike Geraldine for this MTB cycle track initiative. (Preferred option)
- 14 *Option 2* is to approve a lesser amount to be determined to Bike Geraldine for this MTB cycle track initiative.
- 15 *Option 3* is to decline the funding application request.

Consultation

- 16 Consultation is not required on this matter as this is a funding request that the Committee has the delegation and discretion to approve.

Relevant Legislation, Council Policy and Plans

- 17 Timaru District Annual Plan 2025-26

Financial and Funding Implications

Amount Requested: \$100,000

Capital Expenditure: \$Nil

Operational Expenditure: \$100,000

Funding Source: Rate Funded ☒ Loan Funded ☐ Grant/Subsidy Funded ☐
Targeted Rate ☐ Fees/Charges ☐

Is the proposed expenditure: Budgeted ☒ or Unbudgeted ☐

Is a budget reallocation required? Yes ☐ No ☒

- 18 A sum of \$100,000 exclusive of GST is budgeted for annually for the development of cycleway infrastructure initiatives in Timaru District. This is a contestable fund at the discretion of Council.

Other Considerations

- 19 With the walking and cycling trails funding allocation being annual and intended to be a contestable fund there should be a robust allocation process for allocation. It is recommended that a formal application process be developed and incorporated into the SmartyGrants portal.

Attachments

1. Geraldine MTB Park Project Proposal [↓](#) 



Geraldine MTB Park





Overview

A bold new community project to create a purpose-built mountain bike park in Geraldine, transforming recently harvested forestry council reserve land into a vibrant recreational hub. It features six professionally designed and built trails for intermediate to expert riders.

This project is a **signature asset** for Geraldine, promoting adventure, tourism, economic growth, health, fitness, skills development, and youth engagement in the heart of South Canterbury.



Background

Led by a passionate group of volunteers, Bike Geraldine has been championing and actively contributing to local trail development since 2010.

Incorporated in 2017, the group has played a key role in creating and maintaining trail in partnership with the Timaru District Council and other local groups.

Bike Geraldine also helps deliver community events including the renowned Geraldine Multi Challenge, an annual run, walk, and mountain bike event held alongside the Geraldine Lions Club utilising the full length of the Orari River Trails.

Geraldine is positioned on the national Sounds to Sounds Cycle Trail and serves as the gateway to the Mackenzie District — making it a natural hub for outdoor recreation and cycle tourism.





Current Trail Network

Implemented and maintained with the support of Bike Geraldine

Geraldine offers approximately 36 km of beginner, shared-use trails ideal for all ages and abilities. Their gentle gradients and flowing design make them inclusive and accessible for walkers, families, and beginner cyclists, with some allowing access for horse riders.

The network includes:

- Woodbury–Geraldine Track – 8 km
- Orari River Trails – 22 km
- Gale Cutting Track – 4 km
- Riddell's Reserve Shared Trail – 1 km

The recent clearing of pine forest on the steeper gradients of Riddell's Reserve presents a rare and strategic opportunity to develop a purpose-built mountain bike park with professionally designed trails for intermediate and advanced riders—creating progression opportunities for local youth, expanding Geraldine's trail offering, and strengthening its role in the region's growing cycle tourism market.

Proposed Geraldine Mountain Bike Park



Geraldine MTB Park at Riddell's Reserve will feature six professionally designed trails for intermediate to expert riders. Each trail will reconnect with existing shared-use paths at designated slow-speed exits, ensuring safe integration with walkers and other users.

Trail Network:

- Intermediate Climbing Track
- Intermediate Flow Track
- Advanced Flow Track
- Advanced Jump Track
- Expert Jump Track
- Expert Technical Descent Track

A community shared sheltered rest area with views over Geraldine will be built at the summit, with detailed trail maps at both the base and top of the hill.

A native planting program will be implemented between trails to stabilise soil and support ecological restoration.

The Benefits

Social

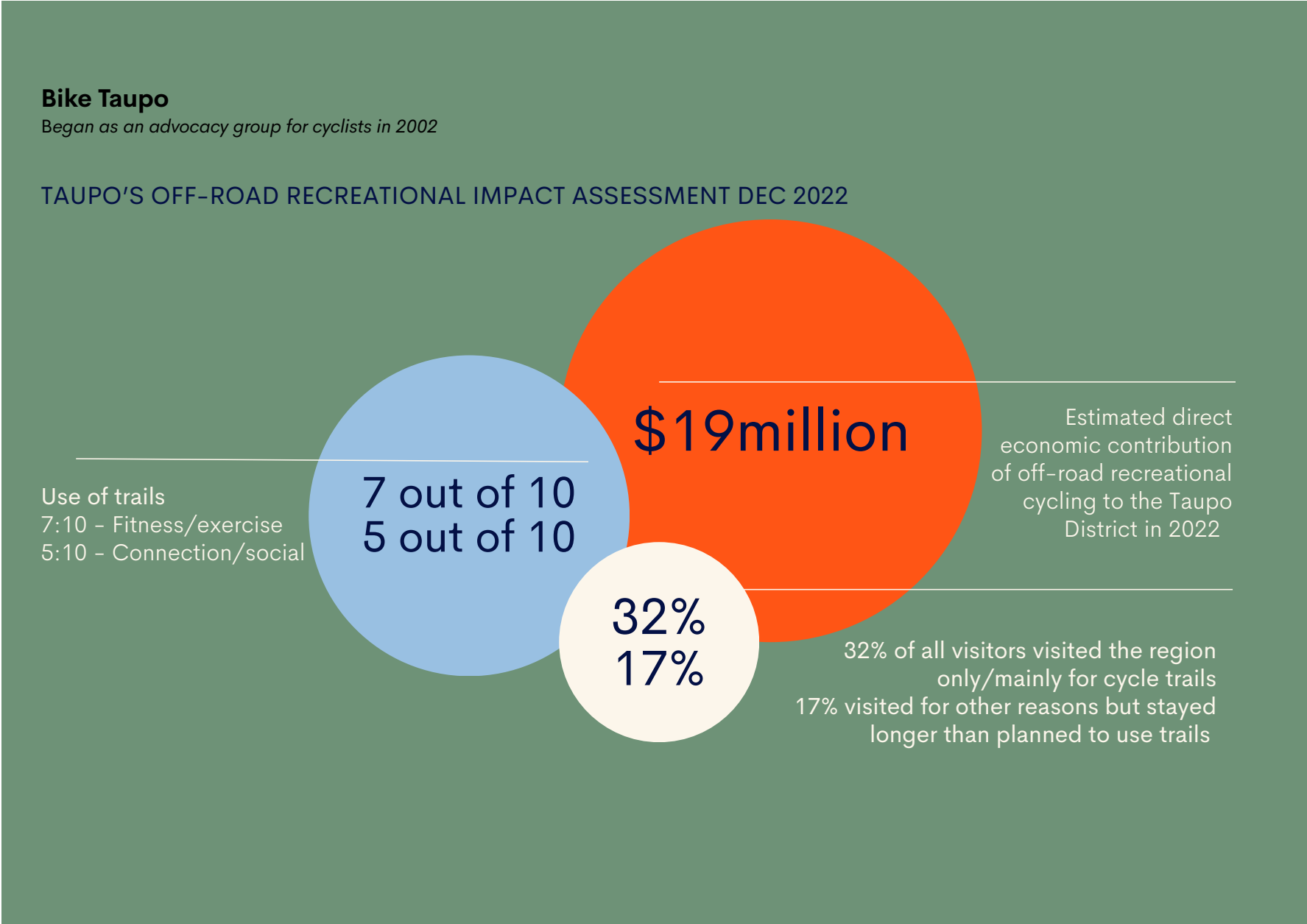
The Geraldine MTB Park will be a powerful driver of wellbeing, offering locals and visitors a fun way to stay active, connect with others, and spend time outdoors. As seen in communities like Wānaka, Taupō, and Nelson, MTB encourages participation across all ages and abilities, supports mental health, and brings people together through shared adventure and challenge.

Economic

Mountain biking visitors tend to stay longer, spend more, and travel in groups—bringing valuable business to local cafes, accommodation, retail, and service providers. A dedicated MTB park would help shift Geraldine from a coffee stop to a destination in its own right, driving sustained tourism growth and regional prosperity. Across NZ, the introduction of MTB trail networks and cycle trails has contributed to millions in annual visitor spend and the creation of hundreds of new jobs in regional towns.

Community

At its core, the Geraldine MTB Park is a community-driven project. The MTB park will foster pride, connection, and shared ownership. Complementing other Sth Canterbury trails like the Scenic Reserve, the Waimate Trail and the regions ongoing cycle trail development, this MTB park will support in having Sth Canterbury as a cohesive bike destination network. More than just MTB tracks—it provides another space in our community for families, friends and youth to enjoy and connect.



\$210,000

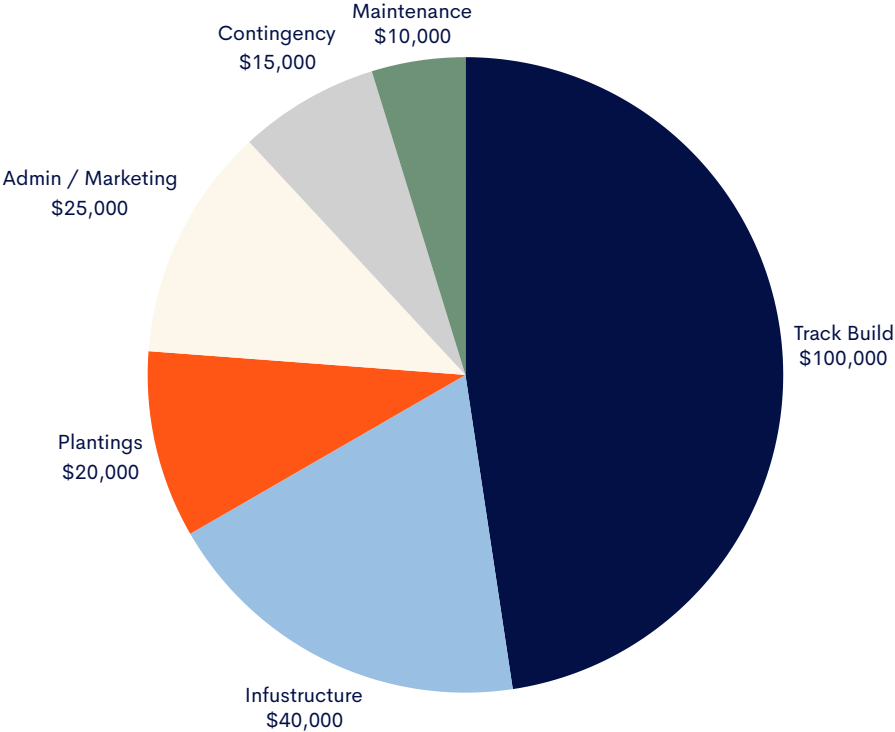
Approximate Cost of Project

"Geraldine is already a well-known stop for domestic travellers. This project would help convert more of those passersby into active participants — people who ride, explore, spend, and stay. It would also strengthen Geraldine's identity as a vibrant, outdoor-focused town."

Andrew and Saskia Lewis - Humdinger Gin

"This initiative promises to be a transformative addition to our community — enriching the lives of our young people, encouraging healthy lifestyles, and strengthening Geraldine's identity as an active, connected, and future-focused town"

Marcus Cooper - Principal Geraldine High School .



Project Budget

The approximate cost of the project is \$210,000 and includes

- Professional Track build
- The build of a shared seated community space including bike racks overlooking Geraldine.
- Shingle
- 2 x Large track map signs with sponsorship & fundrasing contribution details
- Multipile signs throughout tracks
- Marketing, graphic design, website development, professional services, other admin incured
- A robust longterm native planting program & plants
- The first year of maintenace costs
- A contingency for any unforeseen costs

Timeline

July 2025

- Secure funding for Professional track builder
- Develop Marketing plan

August 2025

- Sponsorship appeal
- Community project launch
- Grant applications
- Develop planting plan

Sep - Oct 2025

- Marketing
- Generate funds
- Bring the community along for the ride!

November 2025

- Commence track build
- Community fundraising events
- Installation of signs
- Design of shared recreational space

December 2025

- Track Build Complete
- Planting Program Commencement
- Community Shared Seating / Recreation Space Built

January 2026

- OFFICIAL OPENING
- Including community members, stakeholders, council, local board members, and professional NZ MTB riders

Sponsorship tiers and benefits

Help bring the Geraldine Mountain Bike Park to life.

By becoming a trail sponsor or making a donation, you'll be directly contributing to a project that benefits the whole community. Every bit of support takes us one step closer to sending bikes down Geraldine very own purpose built MTB Park.

DIAMOND \$20,000 + GST	<ul style="list-style-type: none"> • Naming rights to one of the trails (Limit of 6 available) • Diamond logo placement on park signage • Featured logo + link on park website • Diamond acknowledgement in media: press releases & social media • Speaking opportunity at park opening • Photo ops and media exposure in opening event 	BRONZE \$2,500 + GST	<ul style="list-style-type: none"> • Bronze name placement on park signage • Featured logo + link on park website • Bronze acknowledgement and name in media: press releases & social media • Bronze Sponsorship Certificate of appreciation
GOLD \$10,000 + GST	<ul style="list-style-type: none"> • Diamond logo placement on park signage • Featured logo + link on park website • Gold acknowledgement and name in media: press releases & social media • Gold Sponsorship Certificate of appreciation 	RUBY \$1,000 + GST	<ul style="list-style-type: none"> • Logo on "Built With Support From" signage • Social media plug and thank you • Recognition at events or volunteer days • Ruby Certificate of appreciation
SILVER \$5,000 + GST	<ul style="list-style-type: none"> • Silver logo placement on park signage • Featured logo + link on park website • Silver acknowledgement and name in media: press releases & social media • Silver Sponsorship Certificate of appreciation 	EMERALD \$500 + GST	<ul style="list-style-type: none"> • Thank-you shoutout on social media • Supporter badge for use online or printed • Certificate of appreciation

Let's give Geraldine and our district something bold, lasting, and uniquely ours — a mountain bike park that energises our town, empowers our youth, and invites the world to stop, stay, and explore. This is our moment to shape Geraldine's future as more than a pass-through — but a place people seek out. Let's make it happen, together.

How you can support

Support the Geraldine MTB Park — every dollar helps. Donate once, monthly, or annually and be part of building something great for our community.

Donate via internet banking:

Payments can be made directly into the Geraldine MTB Park Project Bank Account.

Account Name: **Bike Geraldine Incorporated Society.**

Account No: **02 0840 0024937 000**

Please use your name and 'MTB Project' as a reference.

Donations can be issued with a tax receipt so you can claim your 33% donation tax credit.

Please email info@bikegeraldine.co.nz to request one.

We look forward to you being part of our project. The trail will be a great asset to our region.

Your support will ensure the ongoing success and growth of the trail for many years to



Larissa Drysdale – 027 530 0180



hello@larissadrysdale.com



bikegeraldine.co.nz



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8.2 Actions Register Update

Author: Jessica Kavanaugh, Team Leader Governance

Authoriser: Stephen Doran, Group Manager Corporate and Communications

Recommendation

That the Infrastructure Committee receives and notes the updates to the Actions Register.

Purpose of Report

- 1 The purpose of this report is to provide the Infrastructure Committee with an update on the status of the action requests raised by Councillors at previous Committee meetings.

Assessment of Significance

- 2 This matter is assessed to be of low significance under the Council's Significance and Engagement Policy as there is no impact on the service provision, no decision to transfer ownership or control of a strategic asset to or from Council, and no deviation from the Long Term Plan.

Discussion

- 3 The actions register is a record of actions requested by Councillors. It includes a status and comments section to update the Infrastructure Committee on the progress of each item.
- 4 There are currently two items on the actions register.
- 5 One item is marked as ongoing.
- 6 One item is marked as completed and are proposed to be marked as removed at the next meeting.
- 7 No items are marked as removed and will be taken off the list at the next meeting.

Attachments

1. Infrastructure Services Actions Required [!\[\]\(3d0946c14414af438def0008e8322b30_img.jpg\)](#) 

Information Requested from Councillors (Infrastructure Committee)

Key ■ = Completed, for removal ■ = 60+ Days ■ = 90+ Days ■ = Removed

Information Requested	Claremont Road – (Action requested in Council)		
Date Raised:	06 May 2025	Status:	Completed
Issue Owner	Group Manager Infrastructure	Completed Date:	
<p>Background:</p> <p>A resident of Claremont Road (Barry Crossman) presented the Council with a petition for a speed reduction for Claremont Road. It is requested that the Group Manager Infrastructure report back on the consultation and possible actions that can be taken for the stretch of road, including the reason there has been no speed reduction in the past and clean-up of the shrubbery. This information is to be reported back to the Council and the Claremont Road community.</p> <p>June 2025 Update: Officers have reviewed the matter. Implementing a speed limit change outside the mandated process under the Speed Limit Setting Rule 2024 would result in an unenforceable and inconsistent outcome. The Rule requires Council to first reverse speed limits on specified roads before developing a Speed Management Plan for any further changes. Proceeding prematurely on Claremont Road would also create inconsistency with other roads of similar character (e.g. nearby Taiko Road, Fairview Road and many other rural sealed and unsealed roads). Officers have added the petition to Council’s speed management review register for future consideration. The vegetation on road reserve is controlled but some issues with private vegetation have been noted. A notice to trim back two private trees encroaching on the road corridor will be issued but other native vegetation on private land that may restrict some visibility is outside Council’s jurisdiction. Office assessment has not identified any safety concerns particularly if vehicles follow the corner advisory speeds.</p> <p>Infrastructure Committee Update 17 June 2025: Council officers were requested to action follow up with the resident.</p> <p>August 2025 Update: Council officers have followed up with the resident regarding the petition for a speed reduction on Claremont Road. As previously outlined, the Speed Limit Setting Rule 2024 requires Council to follow a mandated process through the development of a Speed Management Plan. Isolated speed limit changes outside this process are not enforceable and would create inconsistencies across the network. Claremont Road has been added to Council’s speed management review register for future consideration, alongside similar rural roads such as Taiko Road and Fairview Road.</p> <p>Vegetation concerns at the Barton Road intersection have now been addressed. Encroaching vegetation has been removed, and the fence line has been set back to improve visibility. Curve Advisory signage has been upgraded. Minor drainage upgrades at this location are programmed for the upcoming construction season, including the replacement of a culvert and installation of concrete kerb and channel on the inside of the curve. These works were planned prior to the petition and are part of Council’s ongoing asset management programme.</p>			

Information Requested	Tenders and Procurement
-----------------------	-------------------------

Date Raised:	15 April 2025	Status	Open
Issue Owner	Group Manager Infrastructure	Completed Date:	
Background Clr Pye requested that a standing report regarding tenders be added to the Action Register so they can see where the lowest tender actually ends up being the lowest tender price, and what is coming up to be tendered in the near future. June 2025 Update: Officers are currently preparing a report template which will be presented to the Infrastructure Committee meeting in August. August Update: Officers have collated information but this needs to be simplified for presentation into a report. A report will be presented to the next Infrastructure Committee meeting.			

8.3 Temporary Road Closure Applications - Section 342 and Schedule 10, Clause 11(e) LGA

Author: Katie Ryan, Transport Community Engagement Advisor
Susannah Ratahi, Land Transport Manager

Authoriser: Andrew Dixon, Group Manager Infrastructure

Recommendation

That the Infrastructure Committee:

1. Approve temporary closure of Perth Street and Sophia Street (Perth Street to the Royal Arcade) for the Seafarers Service 2025 on 19 October 2025 from 9:15am to 10am under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.
2. Approve traffic management for Seafarers Service 2025 to be funded from the Community Events and Programmes budget.

Purpose of Report

- 1 The purpose of this report is to seek the Committee's approval of temporary road closure application(s), as per Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.

Assessment of Significance

- 2 This matter is deemed to be of low significance under Council's Significance and Engagement Policy as the process is in accordance with legislation and Council policies. However, it should be acknowledged that due to the nature of, and volumes of visitors expected at the event(s) proposed, there is likely to be community interest.

Background

- 3 Under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974 Council (or a Committee of the whole) may close any road or part of a road to all traffic or any specified type of traffic (including pedestrian traffic) for a period or periods not exceeding in the aggregate 31 days in any year for any exhibition, fair, show, market, concert, film-making, race or other sporting event, or public function. This is provided that no road may be closed for these purposes if that closure would, in the opinion of the council, be likely to impede traffic unreasonably.
- 4 Council officers operate a temporary road closure application process that enables organisations in the Timaru District to apply for temporary road closures for their events. All applications are assessed against key criteria, including event type/activities planned, temporary traffic management arrangements, and impact on stakeholders.
- 5 Council budgets allow for funding of traffic management for community events and the following classification system is used to determine whether events are eligible for this funding and where responsibility for costs is held.

- 6 Under the Infrastructure Committee directive on April 15, 2025, Council officers have engaged with event organisers who previously applied for temporary traffic management funding. These organisers have been informed that the funding criteria for this activity is currently under review and that alternative sources of funding will need or may need to be sought independently, depending on the event. In response, Council officers have been collaborating with organisers to identify cost-effective alternatives to full road closures, benefiting both the organisers and the Council. This approach has already proven successful, as seen in the case of the Mountainview High School ball. Although traffic management funding was not granted, Council officers worked closely with the school to implement a safe and practical solution without requiring a full road closure.

	Commercial Events	Community Events
Definition	Where the primary activity is the sale or marketing of goods or services	Where the primary activity is entertainment, recreation, celebration or commemoration
Responsibility for preparation of temporary traffic management plan (including associated costs).	Event	Council and/or Council's contractor
Responsibility for implementing temporary traffic management plan (including associated costs)	Event	Council and/or Council's contractor

Discussion

- 7 The following temporary road closure application has been assessed by Council officers and require decision on approval by the Committee. Records of application assessment, including full Council officer recommendations, are included as Attachment 1.

8

Event Name / Organisation	Event type	Event date and traffic management set up/pack down times	Proposed closure area	Community Benefit	Officer recommendation
St Marys Church Seafarers Service 2025	Community	19 October 2025 from 9:15am to 10am	Perth Street and Sophia Street (Perth Street to the Royal Arcade)	First held in 1955 to mark the 150th anniversary of the Battle of Trafalgar and the death of Admiral Nelson, this annual service at St Mary's Church has since become a tradition honouring the lives of those lost at sea. It brings the community together in remembrance, preserving maritime heritage and acknowledging those who dedicated their lives to the sea.	Recommended

Options and Preferred Option

- 9 Option one is that the Committee: approves the following application for temporary road closure under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974, including all conditions proposed by officers.

Event Name / Organisation	Event type	Event date and traffic management set up/pack down times	Proposed closure area	Officer recommendation
St Marys Church Seafarers Service 2025	Community	19 October 2025 from 9:15am to 10am	Perth Street and Sophia Street (Perth Street to the Royal Arcade)	Recommended

- Approve that traffic management for the Seafarers Service 2025 be funded from the Community Events and Programmes budget.
 - This option incurs some cost to Council as outlined in the Financial Implications section below. These costs are within available budgets. Option 1 is preferred option.
- 9 Option two is that the Committee approves the temporary road closure applications as per Option 1, under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974, with additional conditions to be advised by the Committee. This option incurs some cost to Council as outlined in the Financial Implications section below.
- 10 Option three is that the Committee advises alternate decisions to approve and/or decline the temporary road closure applications under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974, including advising any additional conditions if applicable. This option may result in the proposed event or events being unable to proceed as planned and cancelled.

Consultation

- 11 Under the Local Government Act 1974 Schedule 10, Council is required to:
- Publicly notify the intent to temporarily close roads for events
 - Publicly notify Council/Committee decisions to temporarily close roads for events
 - Consult with NZ Police and New Zealand Transport Agency prior to approving temporary road closures for events.
- Council officers have undertaken requirements a) and c) for all applications considered in this report.
- 12 The attached application review records outline feedback received from NZ Police and New Zealand Transport Agency (Attachment 1).
- 13 The temporary road closure application process requires applicants to produce a communications plan advising how they intend to communicate with key stakeholders and people impacted by the event. Communications plans for all applications considered in this report have been received and approved by Council officers. Implementation of these plans is noted as a condition of approval should the temporary road closure proceed. Council officers would further notify emergency services of confirmed closures.

Relevant Legislation, Council Policy and Plans

- 14 Local Government Act 1974
- 15 Timaru District Council Long Term Plan 2024-34

Financial and Funding Implications

- 16 Council has an approved Land Transport Community Events and Programmes budget of \$100,000 (excluding GST) for the current financial year within the Land Transport Activity, which provides funding for traffic management for community events.
- 17 The following costs would be incurred by Council if these events were approved to proceed (all costs are estimates and exclude GST):

Event Name	Cost to prepare temporary traffic management plan	Cost to implement temporary traffic management plan
Seafarers Service 2025	\$175 + GST	\$730 + GST
TOTAL (for approval in this paper)	\$905 + GST	
Previously approved	\$8,023 + GST	
Cost to date (If all approved)	\$8,928 + GST	

Amount Requested: \$

Capital Expenditure: \$

Operational Expenditure: \$

Funding Source: Rate Funded ☒ Loan Funded ☐ Grant/Subsidy Funded ☐
 Targeted Rate ☐ Fees/Charges ☐

<u>Rate Funded</u>	Year 1	Year 2	Year 3
Percentage of Rates	%	%	%
Ongoing Expenditure	\$100,000	\$100,000	\$100,000

<u>Loan Funded</u>	Year 1	Year 2	Year 3
Loan Amount	\$	\$	\$
Annual Interest Rate	%	%	%
Annual Interest	\$	\$	\$
Ongoing Expenditure	\$	\$	\$

<u>Grant/Subsidy Funded</u>	Year 1	Year 2	Year 3
Grant Amount	\$	\$	\$
Ongoing Expenditure	\$	\$	\$

<u>Fees and Charges Funded</u>	
--------------------------------	--

Is this a new fee/charge?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
	Year 1	Year 2	Year 3
What is the charge?	\$	\$	\$
Ongoing Expenditure	\$	\$	\$

<u>Reserve Funded</u>	Year 1	Year 2	Year 3
Amount	\$	\$	\$

Is the proposed expenditure: Budgeted ☒ or Unbudgeted ☐

Is a budget reallocation required? Yes ☐ No ☒

What budget is the proposed expenditure being reallocated from:

<u>Budget Reallocation</u>	Year 1	Year 2	Year 3
Amount	\$	\$	\$
Ongoing Expenditure	\$	\$	\$

Other Considerations

- 18 Council officers consider that temporary road closure presents some reputational, financial and health and safety risks to Council, however, these are mitigated by the proposed conditions of road closure including planned communications activity, provision of insurance cover and compliance with relevant regulations, legislation and bylaws respectively.

Attachments

1. Temporary Road Closure Review Record [↓](#) 

Temporary Road Closure

Application Review Record

Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974



Event details	
Event name:	Seafarers Service 2025
Event organisation:	St Marys Church and Seafarers Association Timaru
Event contact details:	Sharleyne Diamond st.marys.timaru@xtra.co.nz
Event date/time:	19 October 2025 9:15am to 10am
Road/road section to be closed:	Perth Street Sophia Street from Perth Street to the Royal Arcade
Event type:	Community

Officer application assessment result	Recommended
Recommendations	
<p>That Timaru District Council (or a Committee of the whole) approve temporary closure of Perth Street and Sophia Street from Perth Street to the Royal Arcade for the Seafarers Service 2025 on 19 October 2025 from 9:15am to 10am under Section 342 and Schedule 10, Clause 11(e) of the Local Government Act 1974.</p> <p>That Timaru District Council (or a Committee of the whole) approve traffic management for Seafarers Service 2025 to be funded from the Community Events and Programmes budget.</p> <p>That approval is subject to the following conditions:</p> <ul style="list-style-type: none"> that St Marys Church (The Anglican Diocese of Christchurch and Church Property Trustees) has public liability insurance in place for the event, covering a minimum of \$1,000,000. that temporary closure is undertaken in accordance with the approved Temporary Traffic Management Plan that communications activity is undertaken in accordance with the approved communications plan that all staff at the event (including volunteers) comply with any instructions from NZ Police, Council Officers and Traffic Management staff. that St Marys Church will meet the cost of any damage to public property, including roads, caused by the event. that following the event, all streets and surrounding areas will be left in a clean and tidy condition. that St Marys Church will ensure compliance with any other relevant regulation/bylaw pertaining to the event is met (for example, health and safety, food/liquor licenses, waste management). 	
Costs	
\$905 + GST	
Officer Name: Paul Forbes	Officer date: 30/07/2025

Application Assessment

Information checklist	
Applicant has fully completed all fields in 'Section 1 – Contact Details' of the Application Form	Yes
Applicant has fully completed all fields in 'Section 2 – Event Details' of the Application Form	Yes
Applicant has confirmed understanding of all obligations in section 4	Yes
Applicant has supplied proof of public liability insurance for the event	Yes
Applicant has supplied Communications Plan	Yes
COMMERCIAL EVENTS ONLY: Applicant has supplied a Temporary Traffic Management Plan (TTMP)	NA
COMMUNITY EVENTS ONLY: Applicant has supplied a map of the proposed temporary closure area/event route	Yes
Applicant has signed and dated declaration in 'Section 5 – Declaration'.	Yes

Applicant has satisfied all information requirements	Yes
Officer comments: <i>If No: Application to be returned to applicant to inform resubmission.</i>	

NZTA / NZ Police Consultation	
NZTA	
Contact name:	Theresa Allen
Contact date:	29/7/2025
NZTA comments and TDC actions (if applicable):	No response
NZ Police	
Contact name:	Vicky Walker & Anthony Callon
Contact date:	29/7/2025
NZ Police comments and TDC actions (if applicable):	No response

Communications plan	
Communications Plan provides the following information: <ul style="list-style-type: none"> • Lists affected stakeholders • Describes how stakeholders will be affected by temporary road closure 	Yes

<ul style="list-style-type: none"> • Outlines key messages • Includes action/implementation plan detailing how and when stakeholders will be communicated with • Includes procedure for managing complaints • Includes procedure for how the plan will be monitored 	
Communications Plan is approved:	Yes
Officer comments	

Traffic management	
COMMERCIAL EVENTS ONLY: Temporary Traffic Management Plan approved	NA
Officer comments:	
COMMUNITY EVENTS ONLY: TTMP prepared by Council contractor and approved	Yes
TTMP Preparation costs	\$175 + GST
Estimated TTMP Implementation costs	\$730 + GST
Officer comments:	

Event charges	No
Officer comments: n/a	

Key dates	
Action	Date
Advertising intent of road closure <i>Ensure this is at least 2 weeks before Council/Committee report is due so that any feedback can be put in report.</i>	Online
Council/Committee report due	1 August
Council/Committee decision	19 August
Advertising confirmation of road closure	Online

Monitoring			
Action	Date	Officer Name	Associated Record numbers
On-site records received			
Site Audit record (if applicable)			

Insert content here			
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8.4 Proposed New Timaru Cemetery Site - Landscape plan endorsement for Consultation**Author:** Garth Nixon, Parks Operations Officer**Authoriser:** Andrew Dixon, Group Manager Infrastructure**Recommendation**

That the Infrastructure Committee endorse the Draft Cemetery Landscape Plan for community consultation subject to any amendments requested.

Purpose of Report

- 1 To consider the Draft Cemetery Landscape plan prior to consultation which aims to obtain input from people, stakeholders and the public regarding the design of the cemetery.

Assessment of Significance

- 2 This matter is assessed as of low significance in terms of the Timaru District Significance and Engagement Policy as the plan is being endorsed for community consultation only. While community and mana whenua interest in the new cemetery is considerable, the plan itself is non statutory is consistent with Council policy and funding.

Background

- 3 The existing Timaru Cemetery is becoming full up and the expectation is that we will run out of burial space in the next 5 to 10 years.
- 4 The provision of cemeteries is a statutory requirement.
- 5 Council resolved to commence land purchases at 168 Claremont Road in December 2022 as potential site for the new Timaru Cemetery. Final purchases were completed in October 2024.
- 6 With the land secured the next step was preparing a concept design to engage with the Community, Iwi and Stakeholders to refine with the aim of and ensuring that future needs are met.
- 7 This new cemetery site will provide for future interments for the Timaru community over the next 100 years.
- 8 It is proposed that the development of the new cemetery will be staged as shown in the landscape plan document (Attachment 1).
- 9 It should be noted that the new Timaru cemetery will not initially accommodate all ethnic burial needs due to the staged development. In the interim these burials can be accommodated at other district cemeteries, for example Temuka cemetery can accommodate Muslim burial requirements.

Discussion

- 10 Perspective Planning Consultants and Glasson Huxtable were engaged to provide planning and design services and initial consultation commenced in November 2024

- 11 The Landscape Plan general concept is based on a theme of cemetery within a park.
- 12 The draft landscape plan has been developed by a landscape architects and was informed by consultation with neighbours and stakeholders along with other relevant matters.
- 13 A Draft Landscape plan has been produced for wider community consultation purposes (Attachment 1).
- 14 It is proposed that this draft landscape plan is endorsed by the Infrastructure Committee prior to engaging with wider consultation. If endorsed, consultation is planned to be undertaken for approximately 6 weeks through August and September 2025.
- 15 The consultation feedback will summarise and used to further inform the landscape plan to prepare a final Draft. This Final Draft Plan will be presented back to the Infrastructure Committee for further consideration and approval.
- 16 Following this a resource consent application will be prepared including land use consent and water quality assessment for leachate discharge consents.
- 17 In addition to this an application will be prepared and submitted for a Notice of Requirement to enable the land to be designated for cemetery purposes in the Timaru District Plan.

Options and Preferred Option

- 18 There are two options available.
- 19 The first option and preferred is for Council to endorse the landscape plan to be taken forward for public consultation. This will allow the Community, Iwi and Stakeholders to have input to the design and potentially further refinements are made.
- 20 The alternative option is to not endorse the plan and advise on recommended changes that would be incorporated and a new plan prepared. This would be brought back to the Committee at a later date for endorsement.

Consultation

- 21 Initial consultation with affected stakeholders to develop the plan has been completed. A summary of that consultation is provided in Attachment 2 and 3.
- 22 A consultation plan has been prepared for this project which is shown in Attachment 4.

Relevant Legislation, Council Policy and Plans

- 23 Burial and Act 1964
- 24 Local Government Act 2002
- 25 Resource Management Act 1991
- 26 Timaru District Plan and Proposed District Plan
- 27 Timaru District Council Long Term Plan


Financial and Funding Implications

- 28 Funding for this consultation and planning is available in current approved budgets. The construction of the new cemetery infrastructure is staged over future years and included in the Long Term Plan capital expenditure programme.

Other Considerations

- 29 The new cemetery is a long term project and will be progressively developed over the next 50 to 100 years the balance of the undeveloped site is likely to remain as lease farmland or open Park-land for quite some time. The proposed site is more than 3 times the size of the existing Timaru cemetery.
- 30 The Landscape concept needs to remain somewhat fluid to meet future and ever-changing demand for these types of services, examples being trends moving from burials toward cremation, natural burials, private scattering of ashes will place variable demands on cemetery space.
- 31 Provision of a crematorium could be considered at some point that could be a privately funded and operated facility.

Attachments

1. **New Timaru Cemetery Draft Landscape Plan for consultation** [↓](#) 
2. **Summary of consultation - New Timaru Cemetery** [↓](#) 
3. **Letter to neighbours and Stakeholder Landscape Plan - New Timaru Cemetery** [↓](#) 
4. **Consultation and Engagement Plan - New Timaru Cemetery** [↓](#) 



Claremont Cemetery, Timaru

Consultation Package



Prepared for Timaru District Council by:

Landscape Architecture

Planning



REVISION I
01/08/2025

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10.0	Ash Interment Zone	14	16.0	Indicative exotic species	28
10.1	Ash Interment Zone (Indicative Imagery).	15	17.0	Materials Palette.	29
11.0	Burial Zone	16			
11.1	Burial Zone (Indicative Imagery)	17			

1.0 Introduction

About this project

Timaru District Council has commissioned this draft landscape plan in relation to the new Timaru cemetery at 168 and 190 Claremont Road. The new cemetery is proposed to serve the Timaru area as it's existing cemetery is predicted to run out of space in approximately 5-10 years.

The draft landscape plan has been developed by a landscape architect and was informed by consultation with neighbours and stakeholders along with other relevant matters. Council greatly encourages any interested parties to provide comment on the draft landscape plan.

Have your say

You can make comments on the draft landscape plan by e-mailing parks@timdc.govt.nz. All comments must be received by Council by 10 September 2025.

Next Steps

Timeline

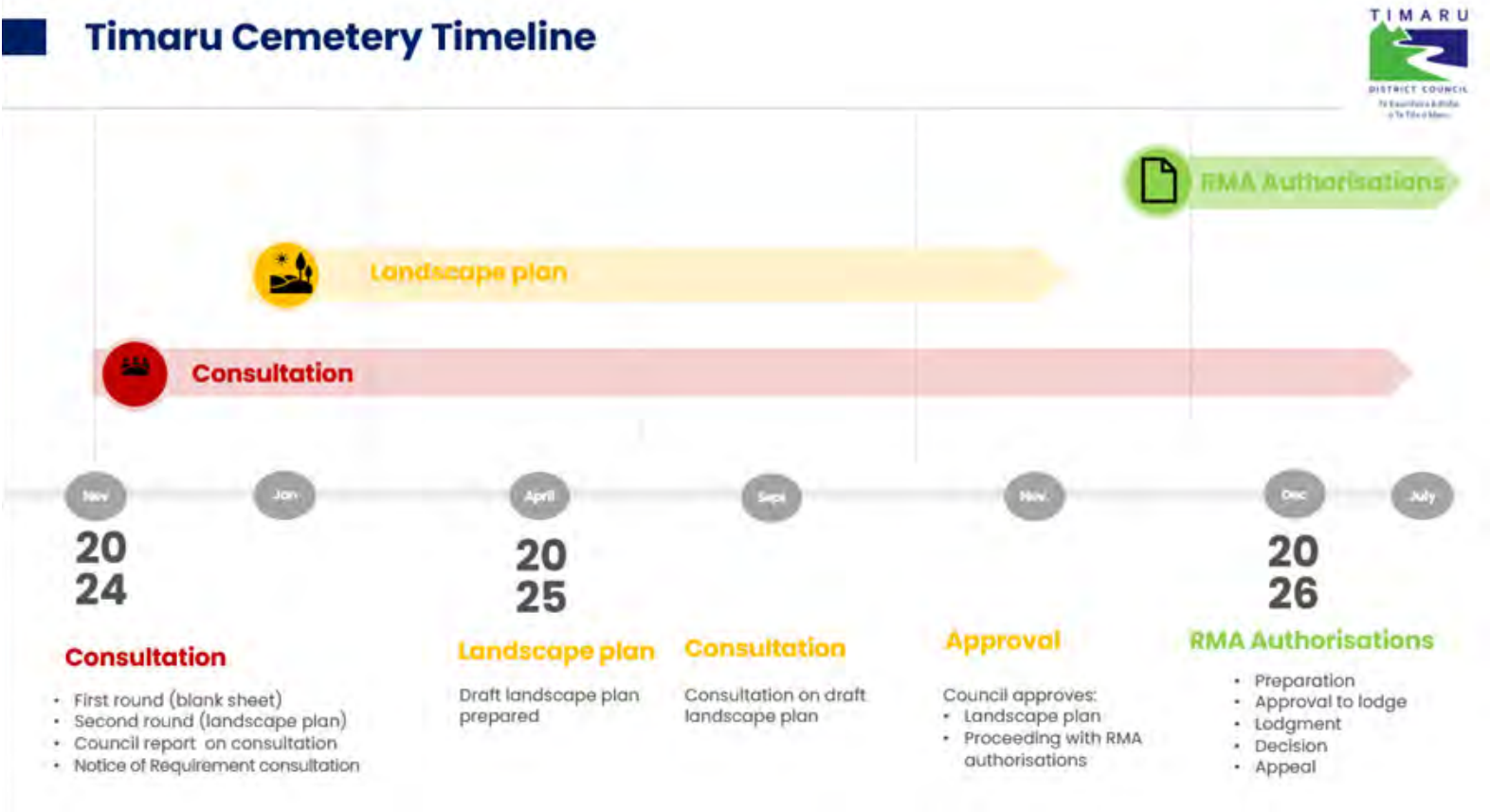
The timeline for the cemetery project is illustrated in the following chart.

Post-consultation actions

After the consultation on the draft landscape plan, any necessary modifications to the landscape plan will made in light of comments received. A report will then be prepared summarising that consultation, requesting Council to consider approving the landscape plan and to approve the lodgement of the necessary RMA authorisations. This will include a Notice of Requirement, which is an application for a designation that includes an opportunity for public submissions.

Notes

- This proposal is a draft concept and subject to consultation, approval detailed design and further technical input.





The need for a new Cemetery

The existing Timaru cemetery is predicted to run out of space in approximately 5-10 years. Council has a statutory obligation under the Burial and Cremation Act 1964 to establish and maintain suitable cemeteries where sufficient provision is not otherwise made for burial within its district. They are also authorised under that act to undertake

any work for the purpose of carrying out that duty and to expend such money as it thinks fit on the acquisition of land for cemeteries and on the establishment, maintenance, and improvement of cemeteries.

The location of the new Timaru cemetery

Council has acquired land for the new cemetery at 168 and 190 Claremont Road, Timaru.

Site considerations

Before acquiring this land, Council considered more than 27 different sites for the purposes of establishing the cemetery. Most of those sites where unsuitable for a range of reasons including:

- Not being available for purchase, or being available at a reasonable price
- Not being a sufficient size to cater for intergenerational needs
- The topography being too steep
- The soil conditions being unsuitable e.g. too wet, or unsuitable subsoil
- Being subject to inundation from rivers
- Having unsuitable groundwater conditions e.g. unconfined aquifers or high-water table
- Having unsuitable neighbours e.g. industrial
- Being location too far away from Timaru.

Claremont Road attributes

The Claremont Road site has several positive attributes that led to its eventual purchase, including that it:

- was available for purchase at a reasonable price
- is sufficiently large enough to cater for the intergenerational needs of the community
- has large areas of flat land and other areas of suitable topography
- has a suitable subsoil that is stable and will minimise leachate
- is mostly free from river inundation
- is not located above any semi or unconfined aquifers or a high-water table
- is not located adjoining or close to any industrial activities
- it has complementary neighbouring low intensity rural landuses that are unlikely to effect the character or amenity of the cemetery
- is located a short distance from Timaru and capable of being serviced by public transport services and footpaths
- it is capable of integrating with an existing and proposed off-road walking and cycling network.

2.0 Design vision and objectives

Timaru Cemetery Vision

Timaru Cemetery will be a timeless sanctuary where remembrance and reflection are embraced - a cemetery in a park that honours the past, nurtures biodiversity, and offers a peaceful, inclusive space for the community to connect with nature and memory.

Objectives

<p>Foster Community Connections</p> <p>Provide accessible, welcoming spaces for quiet reflection, walking and play, encouraging a sense of belonging for the community.</p>	<p>Long-Term Adaptability and Stewardship</p> <p>To plan for flexible, future-proof development and management that can evolve with changing practices, cultural needs and technologies.</p>	<p>Honour and Celebrate Remembrance</p> <p>To create a dignified, serene environment that respects cultural traditions, commemorates lives and supports diverse forms of remembrance.</p>	<p>Integrate Nature and Biodiversity</p> <p>To design a cemetery in a park that supports native planting, wildlife habitats and sustainable land practices.</p>
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3.0 Consultation

To date we have consulted with key stakeholders and local residents to get their input on the proposed Claremont Road Cemetery in Timaru.

The following table summarises the input received from neighbours and stakeholders in the first round of consultation on the new Timaru Cemetery and the design implications or response in relation to those matters.

The names of the stakeholders and neighbours are not referenced to protect their privacy, nor are specific requests from neighbours included.

The intention of the summary is to provide a concise overview of the comments received and to illustrate the design response, or the implications for the design. The intention is not to provide an exhaustive detailed account of the comments.

Category	Stakeholder /neighbor Input	Design Implication/ response
Location	Concern about whether the site is the best location, and about its accessibility.	Council has purchased the site after considering multiple different sites. Ensure the site is accessible to public transport.
Environment & Drainage	Concern about embalming fluid leaching, stormwater runoff, creek inundation, erosion, asbestos pipes, groundwater in graves.	Careful drainage design, leachate controls, monitor groundwater, consider shallow/natural burials. A discharge consent will be required for leachate.
Social Safety	Concern about antisocial behaviour occurring at night. Secure boundary fences requested, but also some gates into neighbouring properties requested.	Gates and boundary fences to ensure the site is securable.
Devaluing property	Concern about devaluing property, particularly through visibility of headstones.	Ensure good screening and amenities neighbours can use.
Traffic & Access	Safety concerns at Claremont/Barton Road and the speed limit on Claremont Road. Requests for footpaths, MyWay access, turning bays, passing areas, hearse access, two separate access points, and the avoidance of long continuous lines of graves for accessibility.	Traffic calming measures on site, footpath to town; upgraded intersections, internal circulation design, walking paths, plot layout. Council is in the process of upgrading the Claremont/Barton Road intersection. It trimmed/vegetation, provided signage and will establish curb and channel once conditions dry out.
Site Screening	Requests for boundary screening but also retention of some views. Request for colourful planting, taller trees along property lines.	Extensive boundary planting, hedge retention, visual buffers from residential areas, but also view retention for some properties.
Lighting	Opposition to streetlights along Claremont Road to preserve night sky.	Consideration of the need for streetlighting on Claremont Road; minimal, targeted internal lighting if needed.
Burial Types	Traditional burials, ashes internment (wall + landscape areas), ashes scattering areas, RSA section, natural burials including special ecological area, memorial trees, memorial plaques.	Plan flexible burial zones, integrate memorial walls, tree areas, and RSA-dedicated space, natural burials area.
Cultural Needs	Catholic (soil ritual, burial focus), Muslim (burial same day, facing Mecca), Hindu (cremation, fire pot).	Plan flexible ceremony facilities, enable same-day burial access, orient graves appropriately.
Amenities	Public toilets, accessible parking, seating, shade, rubbish bins, composting stations, cleaning points, shelter, drinking fountain.	Accessible and shaded/sheltered rest areas, inclusive infrastructure across cemetery.
Play & Park Features	Playground, secret garden, walkways, bike paths, picnic areas.	Include low-key recreation/park elements without diminishing cemetery dignity.
Wayfinding & Digital	Signboards, QR codes, online navigation, wifi, clear visual markers.	Integrated signage, digital map access, tree clusters or landmarks for navigation.
Layout Style	Park-like, naturalistic, avoid long straight grave rows, organic natural burial zones.	Soft, informal layout, natural burial forest concept, cluster plantings, staged growth

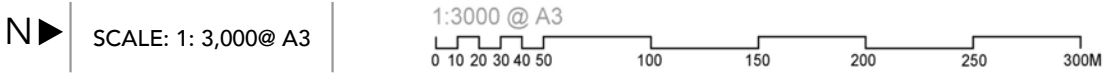
4.0 Wider Site Context



5.0 Immediate Site Context



6.0 Masterplan



Note: For the purposes of this document, the site has been rotated with north oriented to the left of the page to accommodate all proposed works and ensure they fit clearly within the consultation package.

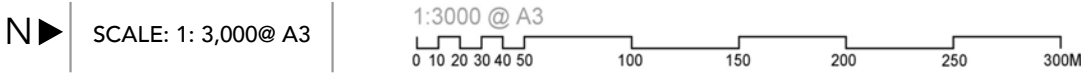
7.0 Zoning Key Plan

The Timaru Cemetery design proposal presents a fresh, modern approach to cemetery planning, thoughtfully divided into five key zones to cater to a wide range of needs and preferences. These zones include:

- Entrance and Formal Garden Zone – A welcoming, landscaped area that creates a peaceful and respectful first impression, with Chapel, pond, carparking and reflection spaces.
- Burial Zone – Designed to accommodate all cultural practices, beliefs, and burial preferences with sensitivity and inclusivity.
- Ash Interment Zone – Offers a variety of contemporary options for the interment and memorialization of cremated remains.
- Natural Burial Zone – Focused on environmentally friendly, sustainable burial practices in a natural setting. The intention will be to get the natural burials section certified by Natural Burials NZ.
- Future Development Zone – A versatile space for quiet reflection, passive recreation, children's play and family zones, offering expansive flexible space for future cemetery needs and expansion.



- GENERAL NOTES:**
- The Timaru Cemetery has been designed with flexibility in mind, allowing it to adapt to evolving burial practices, population growth, cultural considerations, and emerging technologies.
 - A discharge consent may be required as part of the approval process.
 - Graves will be set back a minimum of 50 metres from any waterways or tributaries.
 - The proposed footpath along Claremont Road is currently under review and is yet to be confirmed as within the project scope.
 - Boundary treatments will be determined in consultation with neighbouring property owners.
 - The general arrangement of graves will be finalized later in the design process, with particular attention given to cultural burial practices and requirements.
 - A pet cemetery has been excluded from the current concept proposal.
 - This package is conceptual only, further detail following consultation.



8.0 Design Strategy: Progressive Plan

Strategy

Stage 1 – Primary Establishment Phase (~0-15 years)

This initial phase focuses on the development of the main entrance, formal garden zone, children’s area, primary burial area, and ash interment zone. It also includes the establishment of riparian enhancement planting, forming a key part of the site’s early ecological and landscape framework.

Stage 2 – Burial and Ash Interment Expansion (~15-30 years)

This stage provides for the future extension of traditional burial plots and ash interment areas, enabling a range of interment options to meet long-term community needs.

Stage 3 – Landscape Integration and Passive Use (~30-60 years)

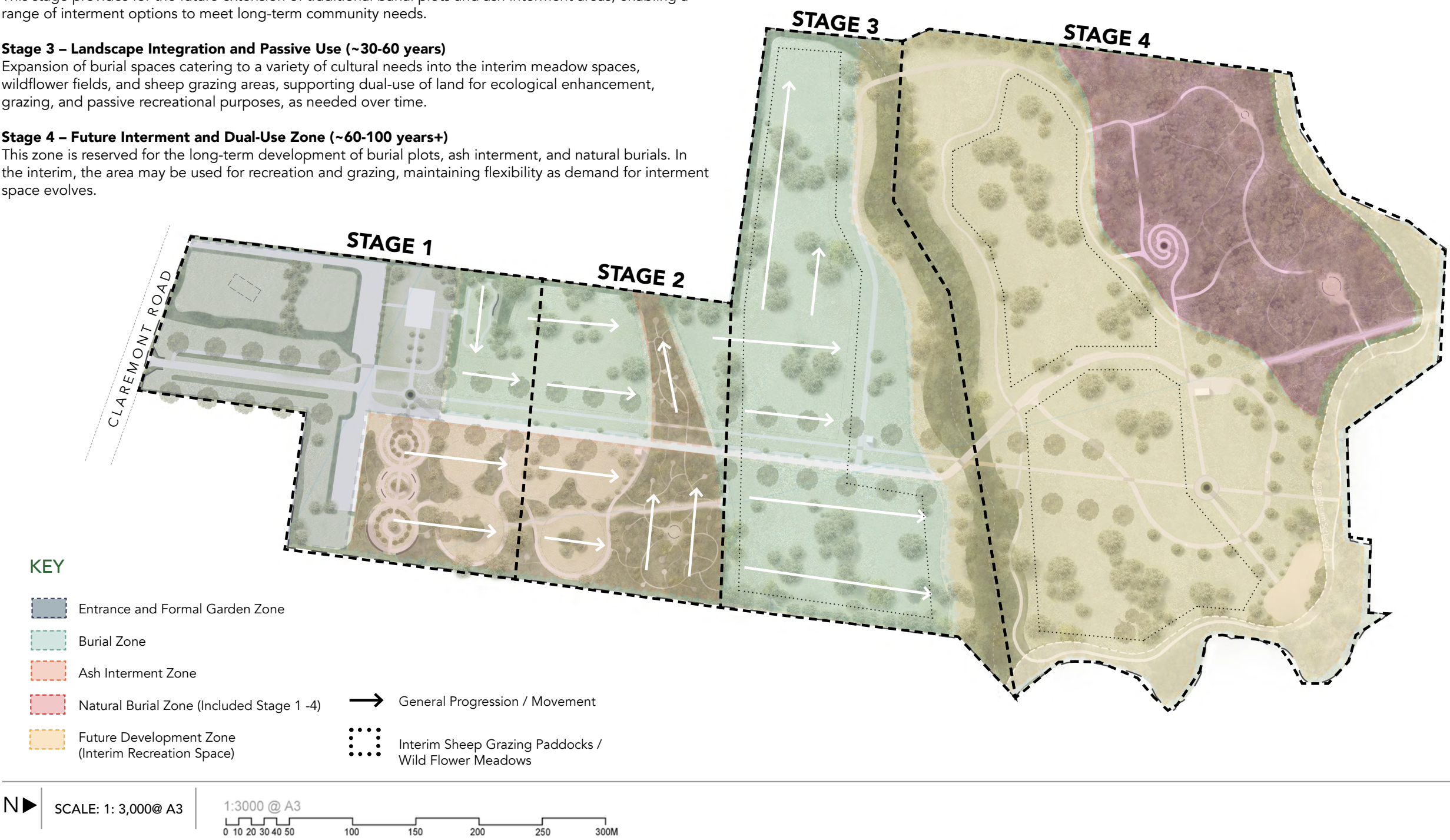
Expansion of burial spaces catering to a variety of cultural needs into the interim meadow spaces, wildflower fields, and sheep grazing areas, supporting dual-use of land for ecological enhancement, grazing, and passive recreational purposes, as needed over time.

Stage 4 – Future Interment and Dual-Use Zone (~60-100 years+)

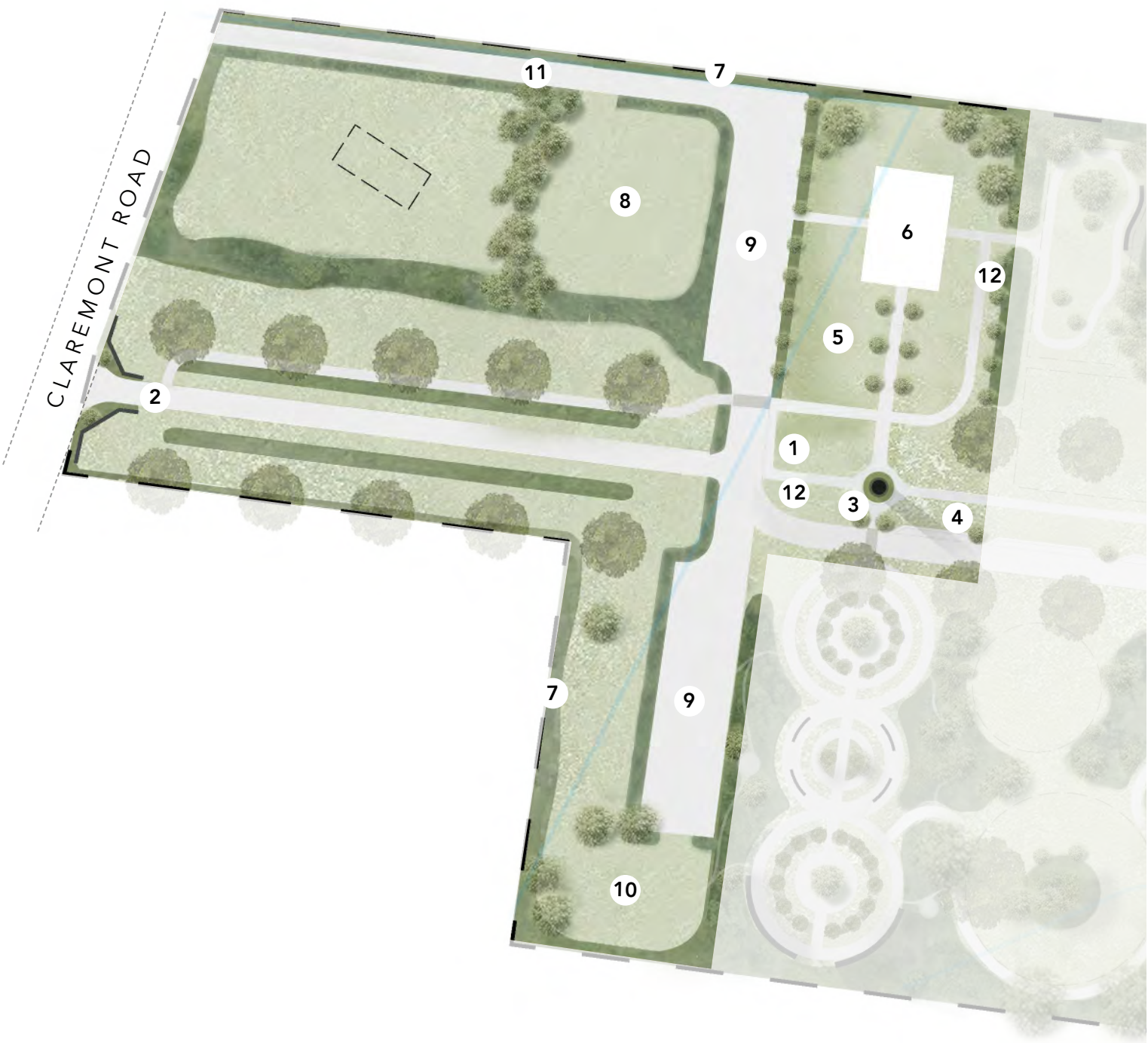
This zone is reserved for the long-term development of burial plots, ash interment, and natural burials. In the interim, the area may be used for recreation and grazing, maintaining flexibility as demand for interment space evolves.

NOTE: Timaru Cemetery has been planned to allow flexibility to adapt with changing practices, population growth, cultural needs and technologies.

Arrangement of graves and ash interment to be determined at a later stage of design.



9.0 Entrance and Formal Garden Zone Plan



Key Plan

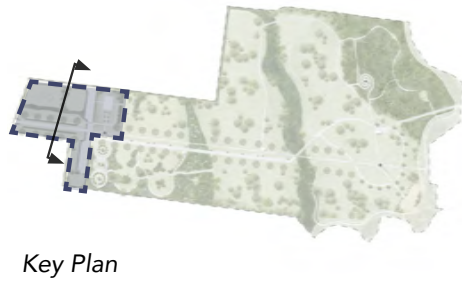
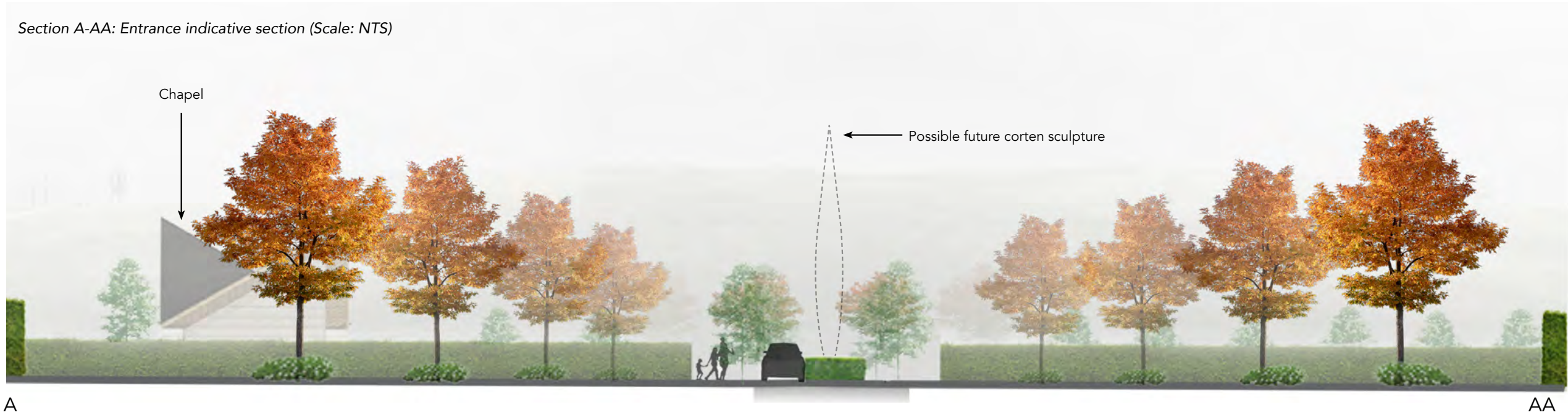
Design elements

Welcoming, formal, tree-lined entrance with accessible car park area and drop off zone:

1. Designated meeting area
2. Sculptural gates / entry feature which can be closed to limit opening hours
3. Sculptural "candle" (one of three) creating three key landmarks within the 1.2km site
4. Vehicular and pedestrian boulevard framing views of cultural monument in the distance (located near the Ōtipua Creek entrance)
5. Formal gardens with structured geometry incorporating seasonal colour and texture
6. Ceremonial chapel with space for intimate ceremonies / cultural rites, a reflection room, toilets and an outdoor courtyard connected to a formal garden
7. Buffer planting along residential boundaries
8. Proposed Yard Location
9. Car park
10. Overflow car park
11. Existing driveway - could be used as a secondary entrance to the car park or for accessing the sextons residence and cafe
12. Clear wayfinding through signage, interpretive elements, Map, path hierarchy and digital navigation (e.g. GPS, QR codes).

N ► SCALE: NTS

9.1 Entrance and Formal Garden Zone (indicative imagery)

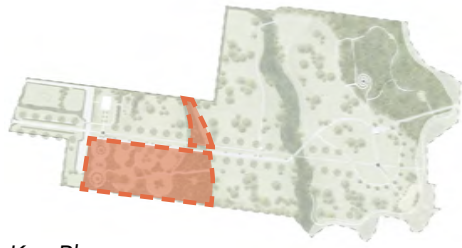
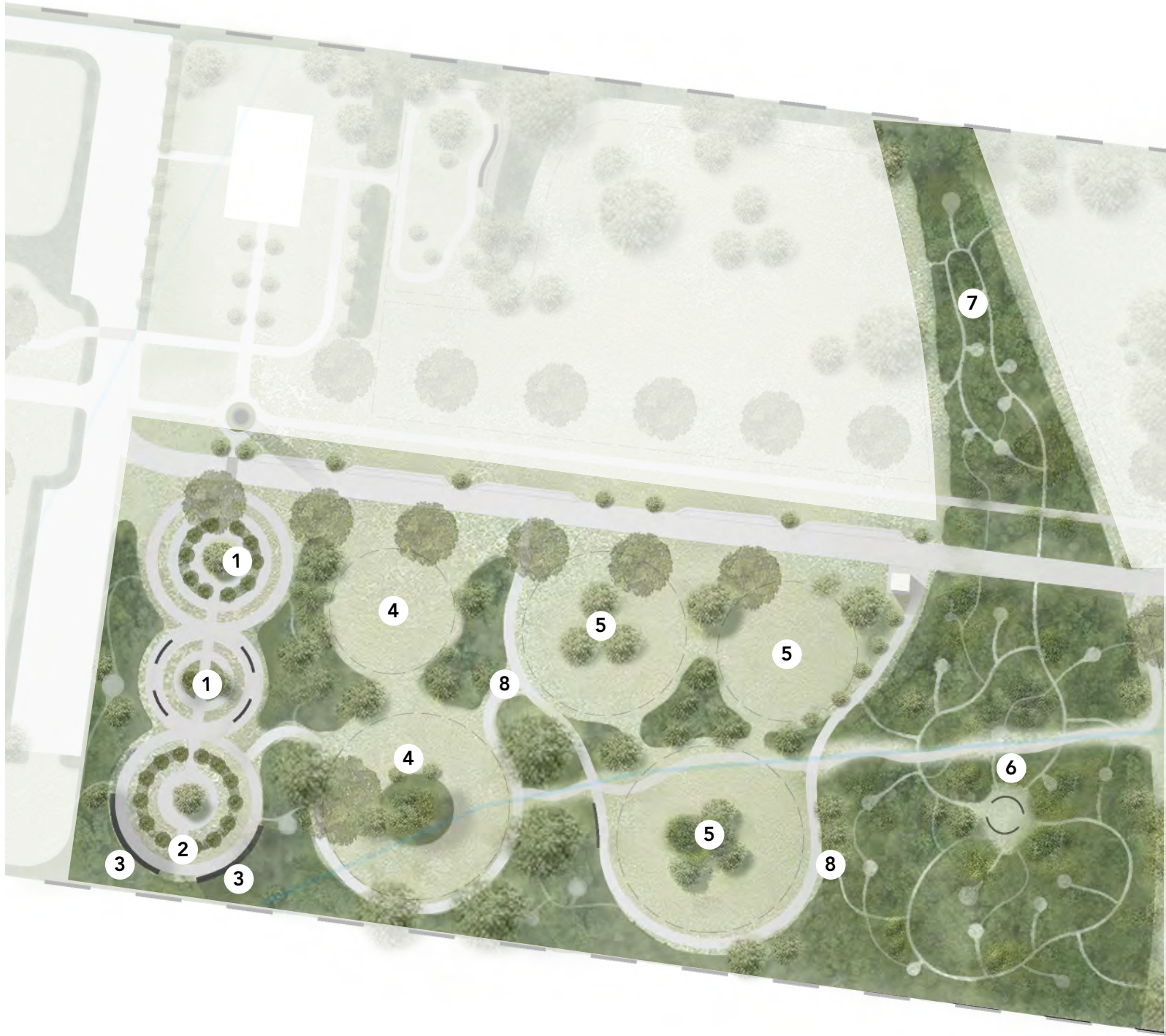


Formal gardens



Corten steel entrance gate

10.0 Ash Interment Zone



Key Plan

Design elements

1. Formal ash plot gardens:
 - Logical transition from formal garden
 - Symmetry and formal axes
 - Clipped hedges, roses and seasonal plants for year-round interest
 - Courtyards with seating for reflection and contemplation
2. Formal ash plots with reserved RSA area in centre
3. Columbarium walls with split face Timaru bluestone
4. Circular ash interment lawn with surrounding memorial plaques
5. Future expansion area for either formal ash interment or natural ash interment setting
6. Native forest ash plot setting:
 - Organic winding paths
 - Natural elements
 - Rustic corten steel memorial sculptures with memorial rock surrounds
 - Intimate reflection areas with seating
 - Memorial sculpture for hanging engraved memory tags or plaques
 - Columbarium wall with niches for ashes
7. Future expansion area for native ash plots
8. Connected accessible pathways

N ► SCALE: NTS

10.1 Ash Interment Zone (indicative imagery)

Formal Ash Interment Area



Curved Timaru bluestone columbarium walls



Formal garden layout with seasonal trees



Formal garden layout with seasonal trees



Formal ash plot gardens



Formal ash plot gardens

Native Forest Ash Interment Area



Memorial area set within a clearing in the native planting. Options for burial of ashes under a unique rock with plaque or a memorial plate on the central sculpture and burial within the grass area or ash interment within the forest adjacent could be opportunities.

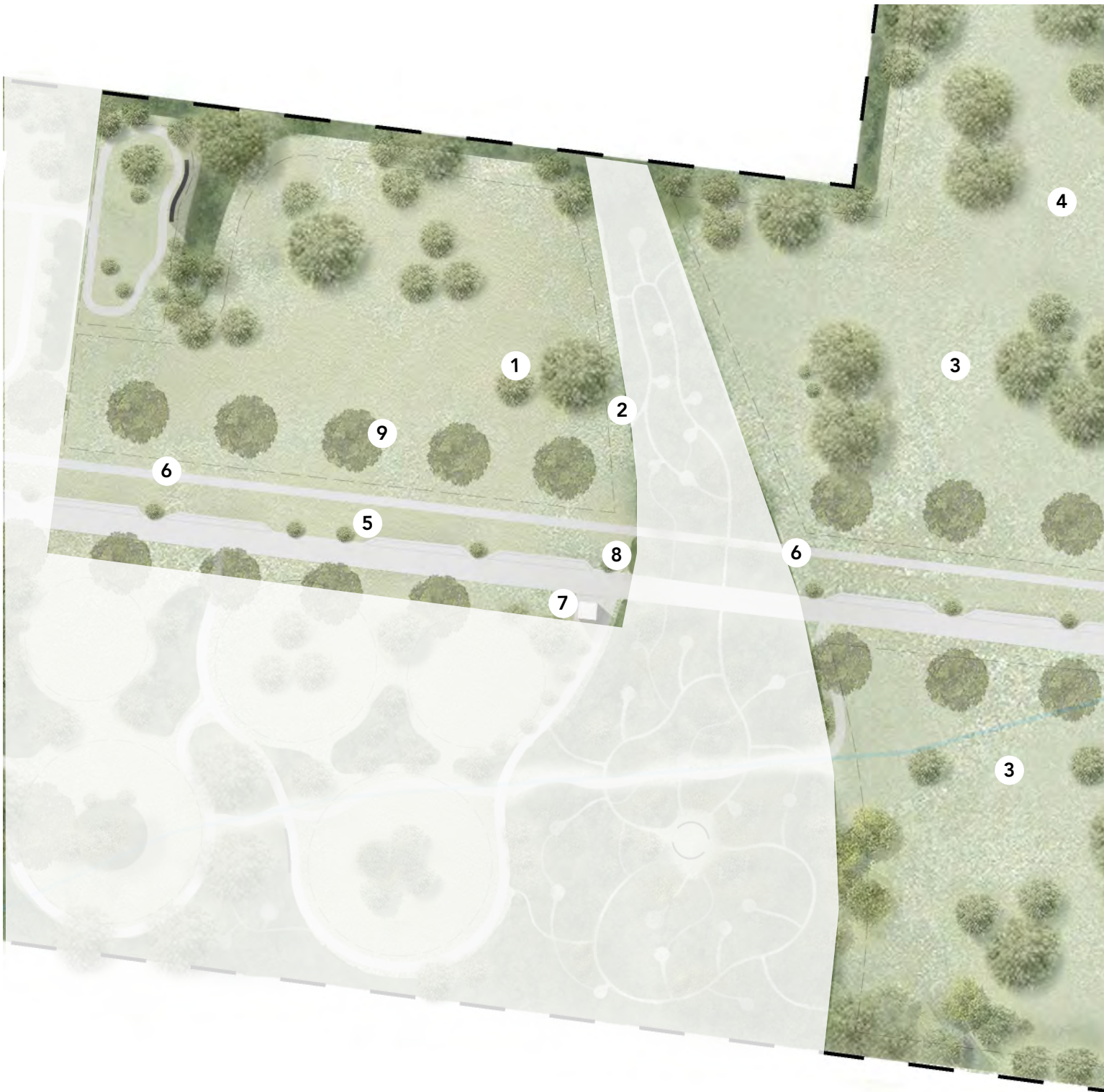


Alternative timber centrepiece within the stone circle. Memorial plaques can be placed on the rocks or on a reclaimed hardwood timber beam.



Central memorial area within the forest zone, Wall can also be host to memorial plaques with urns can be interred behind the wall.

11.0 Burial Zone



Key Plan

Design Opportunities

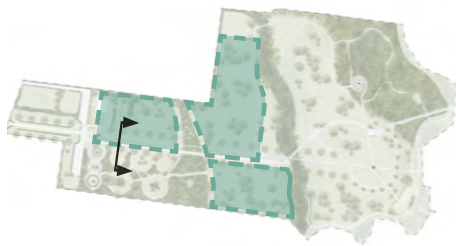
- 1. Primarily burial plots with option to inter ashes
- 2. Designated areas providing for cultural traditions e.g., burial orientation, grave size, fire bowl, water
- 3. Flexibility to expand areas depending on demand
- 4. Primary tree-lined two-way vehicular access with secondary route for hearse (accessible to vehicles on request)
- 5. Accessible pathways
- 6. Covered ceremonial shelter
- 7. Contemplation and reflection areas with seating
- 8. Grave maintenance / cleaning station

N ▶ SCALE: NTS

NOTE: Burial orientation to be dependent on cultural practice. This is to TBC at a later stage of design.

11.1 Burial Zone (Indicative Imagery)

Section B-BB: Indicative Burial and Ash Interment Zones (Scale: NTS)



Key Plan



Covered shelter for graveside ceremonies



Formal tree avenue with autumn colour interest and seating along primary pedestrian route.

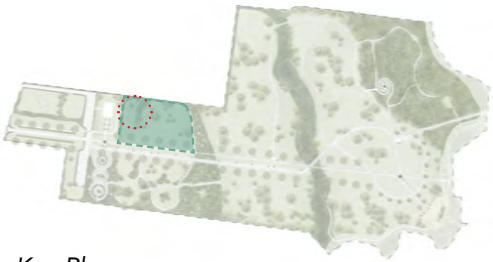


Tree planting for spring interest.



Tree groupings and boundary planting break up the monotony of the site and provide shade and interest.

12.0 Children and Babies Zone



Design Opportunities

Gentle, tender atmosphere with soothing, soft, natural features:

- 1. Garden setting with colour and fragrance - sensory elements
- 2. Subtle elements such as curved, textured paths
- 3. Intimate 'garden rooms' including seating and a ceremonial / reflection area
- 4. Memorial sculpture for hanging engraved memory tags or plaques
- 5. Smaller graves and ash plots
- 6. Dedicated area for still born babies
- 7. Accessible primary paths



Infant memorial garden space with sculptural elements bearing memorial plaques



Artistic mosaic path



Intimate ceremonial and contemplation area

N ► SCALE: NTS

13.0 Future Development Zone



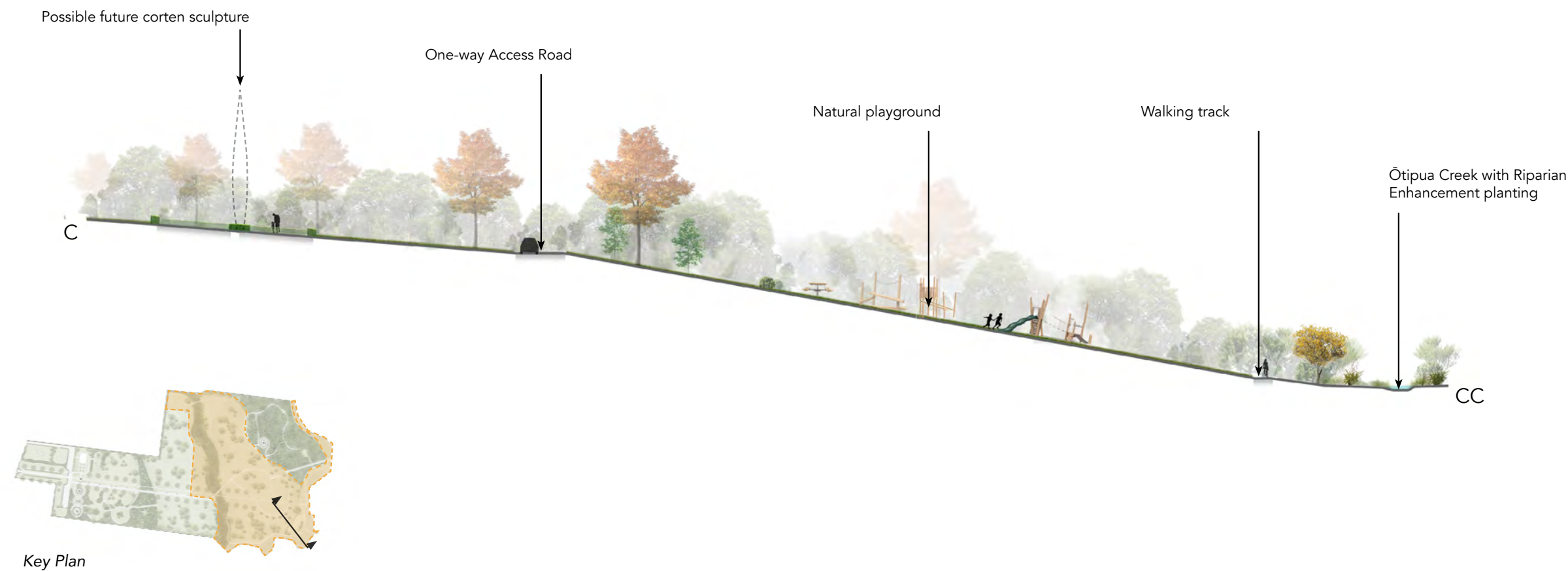
Design Opportunities

- 1. Natural play area
- 2. Pedestrian / Cycle Linkage to Gleniti Park
- 3. Sculptural monument - visible from up the tree-lined avenue
- 4. Riparian enhancement along Ōtipua Creek and the ephemeral waterway that crosses the site
- 5. Wildflower meadows, bulb lawns and/or sheep grazing, allowing flexibility for future expansion of the burial and ash interment areas
- 6. Connected walkways linking the natural play area, Natural burial zone and more formal cemetery areas
- 7. Toilet block and car parking
- 8. Shelter and seating
- 9. Maintenance Access Road

N ► SCALE: NTS

13.1 Future Development Zone (indicative imagery)

Section C-CC - Indicative nature play (Scale:NTS)



Wildflower meadows with informal paths create a transitional buffer area to separate active burial zones and grazed portions of the site.

14.0 Natural Burials Zone



Key Plan

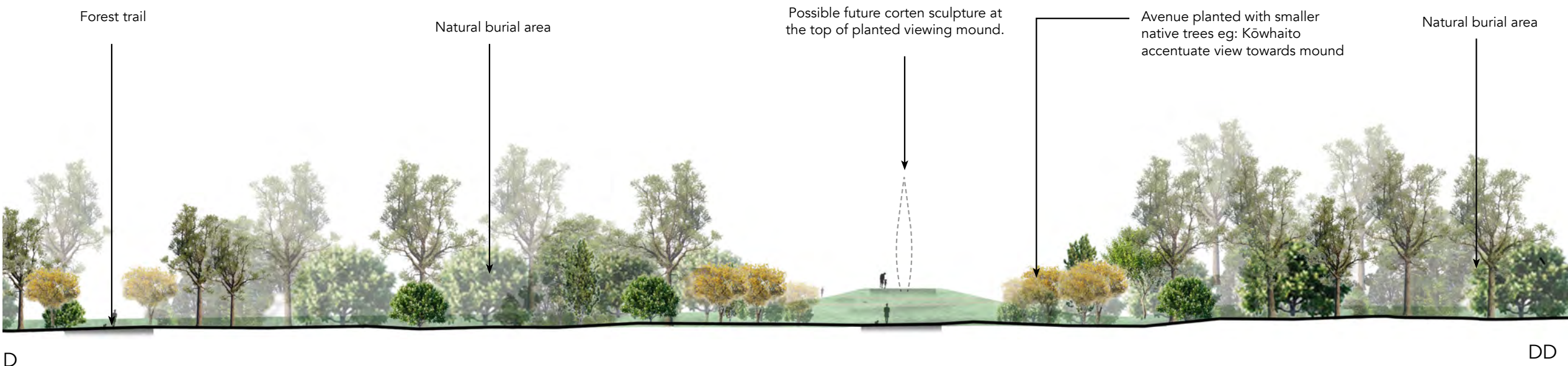
Design opportunities

- 1. Natural burials
 - Maximizing conditions for efficient decomposition
 - Trees or seedlings placed at the grave
 - Natural biodegradable grave markers
 - Restoring area to native forest
- 2. Bio-diverse native forest that will establish over time using a staged planting plan
- 3. Natural Burial Zone walkway
- 4. Central mound with spiral walking track offering views of the Southern Alps and cemetery
- 5. Quiet reflection and contemplation areas
- 6. Gathering and memorial space
- 7. Parking and Toilet Facility
- 8. Large Tree and Shrub clearance 1.5m either side of Waterline



14.1 Natural Burials Zone (Indicative Imagery)

Section D-DD - Indicative Natural Burial Zone (Scale:NTS)



Natural burial memorial



Waikumete Cemetery natural burial area



Corten steel shelter

14.2 Native Boundary Planting (Indicative Imagery)

Note: Boundary Treatments to be agreed with neighbouring property owners.

Section E-EE - Indicative Native Boundary Planting



Pittosporum tenuifolium / Lemonwood Boundary Screen Planting



Totara Trees used along periphery of site



Oak Stands throughout undulating park space

15.0 Indicative native species

Specimen trees



Cabbage tree
Cordyline australis



Kahikatea
Dacrycarpus dacrydioides



Narrow-leaved lacebark
Hoheria angustifolia



Lemonwood
Pittosporum eugenioides



Ribbonwood
Plagianthus regius



Tōtara
Podocarpus totara



Matai
Prumnopitys taxifolia



Lancewood
Pseudopanax crassifolius



South Island kōwhai
Sophora microphylla

15.1 Indicative native species

Large shrubs



Wineberry
Aristotelia serrata



Marble leaf
Carpodetus serratus



Thin-leaved coprosma
Coprosma areolata



Mingimingi
Coprosma propinqua



Pukio
Carex secta



Tree fuchsia
Fuchsia excorticata



Kaupuka
Griselinia littoralis



Rōhutui
Lophomyrtus obcordata



Mingimingi
Coprosma crassifolia



Mahoe
Melicytus ramiflorus subsp. *ramiflorus*



Kohūhū
Pittosporum tenuifolium



Red matipo - mapou
Myrsine australis



Five finger
Pseudopanax arboreus



Patē
Schefflera digitata

15.2 Indicative native species

Small shrubs / groundcovers



Hen & chicken fern
Asplenium bulbiferum



Bush flax
Astelia fragrans



Palm leaf fern
Blechnum novae zelandiae



Pukio
Carex secta



Marble leaf
Carpodetus serratus



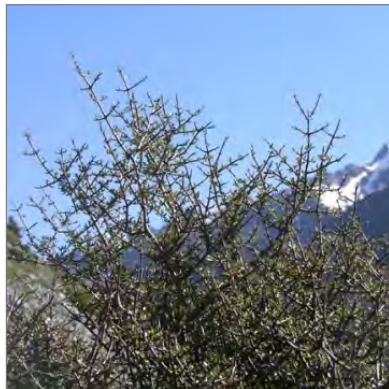
New Zealand Clematis
Clematis paniculata



Thin-leaved coprosma
Coprosma areolata



Mingimingi
Coprosma crassifolia



Mingimingi
Coprosma propinqua



NZ Iris
Libertia ixioides



Pohuehue
Muehlenbeckia australis



Smooth shield fern
Parapolytichum glabellum



Five finger
Pseudopanax arboreus



Button fern
Pallaea rotundifolia



Shield fern
Polystichum neozelandicum subsp. zerophyllum



Prickly Shield fern
Polystichum vestitum



Koromiko
Veronica salicifolia



Hounds tongue
Zealandia pustulata subsp. pustulata

15.3 Indicative native species



Piripiri
Acaena anserinifolia

16.0 Indicative exotic species

Specimen trees



Red maple
Acer rubrum



Himalayan white birch
Betula jacquemontii



Pin oak
Quercus palustris



Red oak
Quercus rubra



Yoshino cherry
Prunus x yedoensis



Ornamental callery pear
Pyrus calleryana 'Aristocrat'



Witch hazel (red)
Hamamelis 'Diane'



Witch hazel (yellow)
Hamamelis Mollis

NOTE: Plants listed are indicative. Exact species to be confirmed at detailed design stage.

17.0 Materials Palette

Materials



Timaru bluestone split face cobblestone edging



Timaru bluestone pavers



Asphalt path



Corten steel



Timaru bluestone split face wall

Paving Typology



Split face rumble strip/threshold



Informal pedestrian route - crusher dust with 1 row split face bluestone edging



Primary vehicle route - asphalt with bluestone pavers



Primary pedestrian route -Timaru bluestone pavers with split face bluestone cobble edging

NOTE: Materials listed are indicative. Exact materials to be confirmed at detailed design stage.



To have your say

Email your comments on the draft landscape to:
parks@timdc.govt.nz

All comments must be received by Council by 10 September 2025.

Prepared for Timaru District Council by:

Landscape Architecture

Planning



Appendix – Summary of Consultation & Design Response

The following table summarises the input received from neighbours and stakeholders in the first round of consultation on the new Timaru Cemetery and the design implications or response in relation to those matters.

The names of the stakeholders and neighbours are not referenced to protect their privacy, nor are specific requests from neighbours included.

The intention of the summary is to provide a concise overview of the comments received and to illustrate the design response, or the implications for the design. The intention is not to provide an exhaustive detailed account of the comments.

CATEGORY	STAKEHOLDER /NEIGHBOUR INPUT	DESIGN IMPLICATION/ RESPONSE
Location	Concern about whether the site is the best location, and about its accessibility.	Council has purchased the site after considering multiple different sites. Ensure the site is accessible to public transport.
Environment & Drainage	Concern about embalming fluid leaching, stormwater runoff, creek inundation, erosion, asbestos pipes, groundwater in graves.	Careful drainage design, leachate controls, monitor groundwater, consider shallow/natural burials. A discharge consent will be required for leachate.
Social Safety	Concern about antisocial behaviour occurring at night. Secure boundary fences requested, but also some gates into neighbouring properties requested.	Gates and boundary fences to ensure the site is securable.
Devaluing property	Concern about devaluing property, particularly through visibility of headstones.	Ensure good screening and amenities neighbours can use.
Traffic & Access	Safety concerns at Claremont/Barton Road and the speed limit on Claremont Road. Requests for footpaths, MyWay access, turning bays, passing areas, hearse access, two separate access points, and the avoidance of long	Traffic calming measures on site, footpath to town; upgraded intersections, internal circulation design, walking paths, plot layout. Council is in the process of upgrading the Claremont/Barton Road intersection. It trimmed/

	continuous lines of graves for accessibility.	vegetation, provided signage and will establish curb and channel once conditions dry out.
Site Screening	Requests for boundary screening but also retention of some views. Request for colourful planting, taller trees along property lines.	Extensive boundary planting, hedge retention, visual buffers from residential areas, but also view retention for some properties.
Lighting	Opposition to streetlights along Claremont Road to preserve night sky.	Consideration of the need for streetlighting on Claremont Road; minimal, targeted internal lighting if needed.
Burial Types	Traditional burials, ashes interment (wall + landscape areas), ashes scattering areas, RSA section, natural burials including special ecological area, memorial trees, memorial plaques.	Plan flexible burial zones, integrate memorial walls, tree areas, and RSA-dedicated space, natural burials area.
Cultural Needs	Catholic (soil ritual, burial focus), Muslim (burial same day, facing Mecca), Hindu (cremation, fire pot).	Plan flexible ceremony facilities, enable same-day burial access, orient graves appropriately.
Amenities	Public toilets, accessible parking, seating, shade, rubbish bins, composting stations, cleaning points, shelter, drinking fountain.	Accessible and shaded/sheltered rest areas, inclusive infrastructure across cemetery.
Play & Park Features	Playground, secret garden, walkways, bike paths, picnic areas.	Include low-key recreation/park elements without diminishing cemetery dignity.
Wayfinding & Digital	Signboards, QR codes, online navigation, wifi, clear visual markers.	Integrated signage, digital map access, tree clusters or landmarks for navigation.
Layout Style	Park-like, naturalistic, avoid long straight grave rows, organic natural burial zones.	Soft, informal layout, natural burial forest concept, cluster plantings, staged growth

20 August 2025

[Name]

[Address 1]

[Address 2]

Dear Sir / Madam,

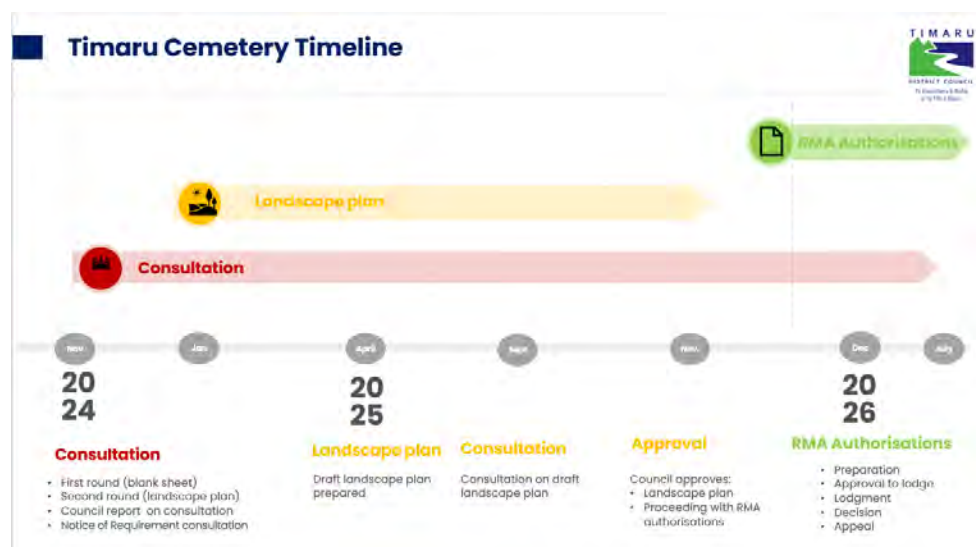
RE: CONSULTATION ON THE DRAFT LANDSCAPE PLAN FOR THE NEW TIMARU CEMETERY

We would like to consult you about the draft landscape plan that Council has commissioned in relation to the new Timaru cemetery at 161, 168, 190 Claremont Road. As you may be aware, a new cemetery is proposed to serve the Timaru area as the existing Timaru cemetery is predicted to run out of space in approximately 5-10 years. You are being consulted as either you own land adjoining the site, or you are a potentially interested stakeholder.

Most neighbours and stakeholders availed themselves of the opportunity to be consulted in the first round of consultation on the new cemetery. This initial consultation was conducted on a blank canvas basis, with no plans for the cemetery being developed at that stage. The information provided by neighbours and stakeholders was invaluable, and as such, we would like to thank those neighbours and stakeholders who participated in that consultation for their time and energy in engaging with us.

The draft landscape plan has now been developed by a landscape architect and was informed by the initial consultation, along with other relevant matters. The draft landscape plan can be viewed at www.timaru.govt.nz and will be revised after considering any comments received by you and other parties in this next round of consultation. Your comments will also be summarised and considered by Council in deciding whether to approve the landscape plan.

The consultation on the draft landscape plan provides an opportune time for you to provide some input before the project progresses further. A timeline for the cemetery project is provided overleaf.



We encourage you to provide comment on the draft landscape plan. We are interested in any comments you may have and greatly appreciate your time and efforts in providing comments. There will also be at least one further opportunity for your involvement in the RMA authorisations¹ required for the project.

You can make comments on the landscape plan by e-mailing parks@timdc.govt.nz. All comments must be received by Council by 10 September 2025. Council staff and consultants are also happy to meet with you one-on-one. If you would like to take up the opportunity for a meeting, please email parks@timdc.govt.nz or phone the Parks and Reserve Unit on 03 687 7200.

We look forward to receiving your comment.

Yours faithfully,

Garth Nixon
Parks Operations Officer

¹ The RMA authorisations required at this stage include a Notice of Requirement and potentially a discharge consent(s). The Notice of requirement is an application for a designation and will be publicly notified with opportunities for submissions.

Consultation and Engagement Plan For the New Timaru Cemetery



perspective

PLANNING | DEVELOPMENT | ENVIRONMENT

Our Perspective Gets Results



General Information

This is a consultation and engagement plan for the development of a new Timaru cemetery.

For

Timaru District Council

Site address

168 Claremont Road, Timaru

Quality Control

Version	2
Prepared by	Perspective Consulting Ltd
Author	Mark Geddes, Director - Planner
Peer Review	Gemma Conlon, Director - Planner
Draft issued to client on	1 September 2023
Final issued date	11 June 2024
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	027 948 6575

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1.0 Topic

This consultation and engagement plan relates to the development of a new cemetery for Timaru at 168 Claremont Road, Timaru.

2.0 Purpose of the Consultation

The purpose of the consultation is to obtain input from people, stakeholders and the public regarding the design of the cemetery.

3.0 Statutory Basis of Consultation

In making decisions, the Local Government Act 2002 (LGA) requires Councils to consider the views and preferences of persons likely to be affected/interested in the matter. Accordingly, this report sets out how Council will seek and consider the views and preferences of persons likely to be affected/interested in this matter.

4.0 Key Issues

The following are likely to be the key issues arising from the consultation:

- potential effects on neighbours including –
 - landscape and visual effects, including loss of views;
 - reverse sensitivity effects on primary production;
 - possible superstitions associated with being located next to a cemetery;
 - traffic effects;
 - discharges to ground and water;
- issues with the cemetery design, including –
 - natural, cultural, historical and spiritual elements;
 - incorporation of non-cemetery activities;
 - individualisation of plots;
 - accessibility;
- different religious and cultural expectations;
- confusion with the Cemeteries Bylaw;
- effects on highly productive land.

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5.0 Potentially Affected People & Groups

Table 1 below lists the people and stakeholders likely to be potentially affected by the project or have an interest in the project. It also addresses:

- if there are any matters that are likely to influence the technique used to consult these people/stakeholders;
- the extent to which the current views and preferences of people/stakeholders are already known to Council;
- the likely significance of the issue or topic on the people/stakeholders from their perspective;
- if the consultation with these groups is likely to reveal sensitive information that should not be made public in accordance with the Local Government Official Information and Meetings Act 1987.

People / Stakeholders	Matters effecting Consultation Technique	Significance of Issue	Extent to which Views are Already Known	Sensitive Information (Yes/No)
Neighbours	May want individual consultation	Moderate to high	Some neighbours have already been consulted.	N
Religious groups			Not fully Known	N
Cultural groups, funeral directors, natural burial groups, advocates				N
General public	Need to make it convenient to engage	Low	Mostly understood	N
Environment Canterbury	Must consider their RPS and RP	Moderate	Water quality & highly productive land	N
Federated Farmers	-	Low	Reverse sensitivity & highly productive land	N
Ministry for the Environment	Formal consultation appropriate	Low	Highly productive land	N

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Iwi	-	-	Already consulted	-
Medical Officer of Health	-	Low	Likely to be satisfied with the Bylaw	N

Table 1 – Analysis of potentially affected people and stakeholders

Table 2 below illustrates the general recommended level of engagement in respect of consulting the above listed people and stakeholders.

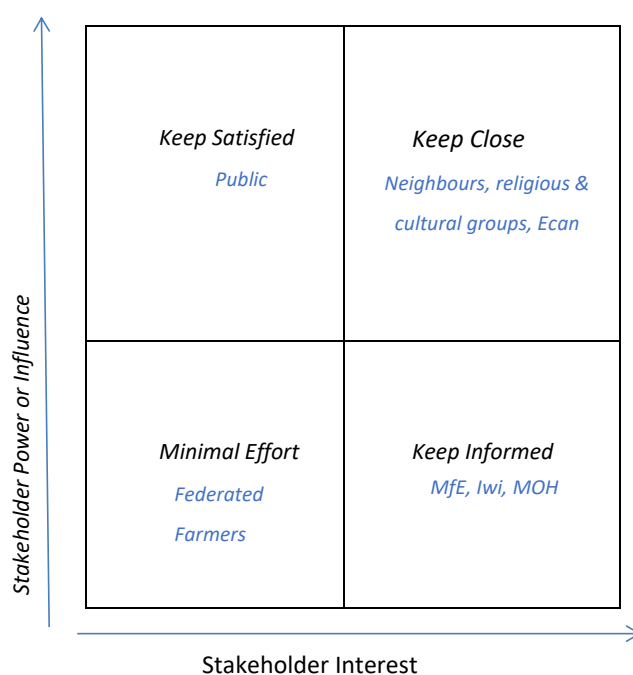


Table 2 – Level of engagement

6.0 Significance Policy

As stated above, the LGA requires Council's in the course of making decisions to consider the views of persons likely to be affected/interested in the matter. However, this is proportionate to the significance of the matter and the significance must be determined in accordance with Council's Significance and Engagement Policy. Table 3 below assesses the project against the significance criteria in Council's Significance and Engagement Policy 2021.

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Significance Criteria	Description	Rating	Comment
Community Impact	The number of people affected/interested.	Moderate to High	It is expected only neighbours and religious and cultural groups will have a strong interest in the proposal.
Wellbeing impact	Adverse impact on the wellbeing of the communities	Low	While cemeteries are crucial community infrastructure, they generally do not have a significant impact on the wellbeing of the community.
Rating impact	Costs to the community in terms of rates.	Low	The funding for the cemetery and consideration of the funding and rating impact has been considered through the Long Term Plan process
Financial impact	Financial impact on Council.	Low	
Consistency	Consistency with Council's strategic direction, policies and LTP.	Low	The project is identified in the LTP.
Reversibility	The reversibility of the proposal or decision.	Low	The design can be reversed until it is established.
Impact on Māori	The relationship of Māori with their sites and areas of significance.	Low	While the site contains a site of significance to Māori, Aoraki Environmental Consultancy Ltd (AECL) have already been consulted and have no major concerns.
Impact on levels of service	The degree to which levels of service will be impacted.	Low	The project meets a level of service by providing a cemetery for Timaru.
Impact on strategic assets	Impact on the performance of Council's Strategic Asset.	Low	It will not have any significant impact on Council's strategic assets.

Table 3 – Assessment of the criteria for significance

Taking into account the engagement spectrum in Council's Significance and Engagement Policy's, and also the relatively low level of significance, it is recommended that the appropriate level of engagement would be to consult the public, rather than to extensively involve and collaborate or empower the public on the design of the cemetery. However, given the likely greater level of interest from neighbours, religious and cultural groups, a mixed approach of consulting and collaboration is recommended.

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7.0 Political Expectations

Timaru District Council have not been consulted about this consultation to date. However, it is anticipated that their expectations will be that the consultation:

- complies with any statutory obligations;
- identifies and targets those most likely to be affected;
- provides people with meaningful opportunities to engage where appropriate;
- uses a variety of techniques to suit different audiences;
- is summarised and reported to Council before proceeding.

Council's input will be requested when they consider this consultation and engagement plan.

8.0 Budget

The cost of the consultation has been budget for.

9.0 Costs & benefits

The costs of the consultation will include human resource costs from Consultants and staff.

There will also be costs associated with any advertising and materials required.

The costs for the consultation must be compared with the benefits of the consultation that include:

- compliance with statutory requirements;
- obtaining information that informs the proposal;
- obtaining buy-in from affected people and stakeholders;
- less opposition to the Notice of Requirement;
- political support.

Accordingly, it is considered the costs outweigh the benefits once they are within the above stated budget.

10.0 Consultation Programme

As the purpose of the consultation is to obtain input from people into the design of the cemetery, the consultation programme and the development of the landscape plan are interlinked. Table 4 below indicates each step of the development and approval of a

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consultation plan, the landscape plan, the consultation and the reporting of the consultation. It indicates three main consultation stages, being:

- Stage 1 – Initial Consultation (blank canvas)
- Stage 2 – Consultation of the draft landscape plan
- Stage 3 – Consultation on the Notice of Requirement

The initial round of consultation is to obtain people's views and preferences from the outset of the project. There will not be a draft landscape plan at this stage so it will be consulting on a blank canvas so to speak. This is important as it shows to potentially affected parties and stakeholders that the Council does not have any preconceived ideas about the design of the cemetery and has an honest intent to understand the views of the community. Consulting on a draft landscape plan initially also has the potential to generate a negative reaction from potentially affected parties and stakeholders that can get the project off to a bad start. Consulting without a draft landscape plan also has the benefit of incorporating stakeholders ideas from the outset.

The second round of consultation will include a draft landscape plan for the cemetery. This will be more tangible and will be focused on design elements. This round of consultation is also important and gives people the opportunity to see how their original feedback has been incorporated into the design (or not). It also gives the Landscape Architect the opportunity to present their vision for the cemetery taking into account the first round of consultation.

The Notice of Requirement is the last stage of the consultation whereby people can make formal submissions and can attend a hearing to express their view. Appeal rights are also available to anyone who makes a submission.

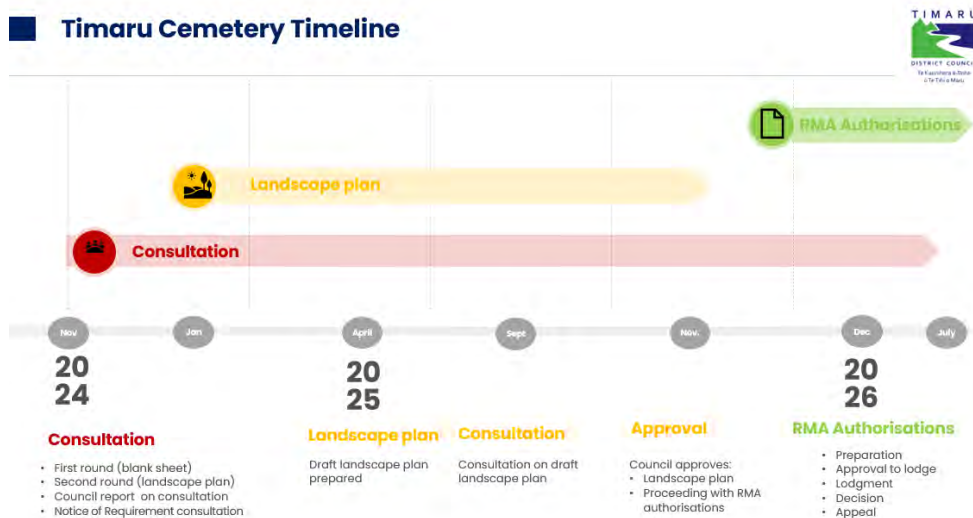
	Consultation Steps	Date
1.	Obtain Council approval for consultation plan	July '24
2.	Conduct initial consultation (blank canvas)	Aug. '24
3.	Draft landscape plan	May. '25
4.	Conduct consultation on draft landscape plan	Aug-Sept '25
5.	Finalise landscape plan	Oct. '25

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6.	Council agrees landscape plan and to proceed with Notice of Requirement	Nov '25
7.	Notice of Requirement lodged	Dec. '25, Jan '26

Table 4 - Consultation Programme



11.0 Techniques

The consultation techniques proposed are set out in Table 5 below and are designed to focus on those most affected/interested, while giving other the opportunity to participate.

Only qualitative consultation methods are proposed at this stage as providing input into the design of a cemetery is not something that lends itself to quantitative methods. A mixture of methods is proposed to avoid participation and accessibility issues with any one method. The methods range from one-on-one meetings, where people can talk to Council staff/consultants, to written methods including hard copies or providing written comments through an on-line comment system or through social media.

The methods used for the second stage of the consultation can be revised after the first stage as the level of engagement in the first stage will indicate the level of public and stakeholder interest.

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Stage	Technique	Target Group
1 - Initial consultation	Letters (Appendix 3) requesting input via a meeting or written input	Neighbours (Appendix 2) , Religious and cultural groups, funeral directors, natural burials groups/advocates ¹ , Medical Officer of Health listed in Appendix 3.
2 – Consultation on a draft landscape plan	Comments via e-mail Meetings if requested	Neighbours, religious and cultural groups
	Comments via email	Public
3 - Notice of requirement	Submission and hearing	All

Table 5 – Consultation Techniques

Techniques to raise awareness of the consultation include letters to neighbours and stakeholders, and a notice in the newspaper, website and social media.

The following information should be included with the consultation material for the second round of consultation:

1. A short document outlining:
 - a. Purpose of the consultation
 - b. The need for the project
 - c. Justification of the location
 - d. Outlining the vision

¹ Including <https://www.naturalburials.co.nz>,

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- e. Summarise what informed the design, including the consultation
 - f. Encourage them to provide their views
 - g. How their consultation will be considered
 - h. Next steps
2. Update on the Claremont Road Upgrade
3. Concept landscape plan

12.0 Evaluation of Consultation

The effectiveness and efficiency of the consultation will be evaluated throughout the consultation by Perspective Consulting and the Parks and Reserves Manager or other parks staff.

13.0 Communication Plan

Communication with potentially affected parties and the public will be focused on the following:

- the purpose of the consultation and the scope of input required;
- the scope of decisions following consultation;
- who will make decisions about the project;
- encouraging input;
- the opportunities for input;
- where more information can be found about the project;
- stages of consultation and timeframes for input;
- clarifying that Council is not consulting about the management of cemeteries or the Cemeteries Bylaw.

All communication should endeavor to be clear and respectful; the latter is particularly important given that there may be cultural and religious sensitivities to the project. Communication should also avoid the use of jargon.

All comments made to the media will be from the Parks and Reserves Manager as vetted by the Communications Manager.

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Elected members and management will be kept informed of the consultation via an email from the Parks and Reserves Manager prior to the commencement of each stage. A Council/Committee report will then be submitted to summarise the consultation along with a request to approve the landscape plan to be submitted as part of the Notice of Requirement.

The communications protocol template record no. 1239299 will be completed to advise customer service and TAS of the consultation.

The consultation and communication plan has been discussed with the Council's Communications Manager. He had no major concerns about the approach and will provide support for the social media campaign.

15.0 Compliance with the LGA's Principles of Consultation

Section 82 of the Local Government Act 2002 (attached as Appendix 1) sets out the principles of consultation that any consultation of a local authority must be in accordance with. This consultation and engagement plan has been designed to accord with those principles.

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Appendix 1 – Section 82 of the Local Government Act

82 Principles of consultation

- (1) Consultation that a local authority undertakes in relation to any decision or other matter must be undertaken, subject to subsections (3) to (5), in accordance with the following principles:
- (a) that persons who will or may be affected by, or have an interest in, the decision or matter should be provided by the local authority with reasonable access to relevant information in a manner and format that is appropriate to the preferences and needs of those persons:
 - (b) that persons who will or may be affected by, or have an interest in, the decision or matter should be encouraged by the local authority to present their views to the local authority:
 - (c) that persons who are invited or encouraged to present their views to the local authority should be given clear information by the local authority concerning the purpose of the consultation and the scope of the decisions to be taken following the consideration of views presented:
 - (d) that persons who wish to have their views on the decision or matter considered by the local authority should be provided by the local authority with a reasonable opportunity to present those views to the local authority in a manner and format that is appropriate to the preferences and needs of those persons:
 - (e) that the views presented to the local authority should be received by the local authority with an open mind and should be given by the local authority, in making a decision, due consideration:
 - (f) that persons who present views to the local authority should have access to a clear record or description of relevant decisions made by the local authority and explanatory material relating to the decisions, which may include, for example, reports relating to the matter that were considered before the decisions were made.

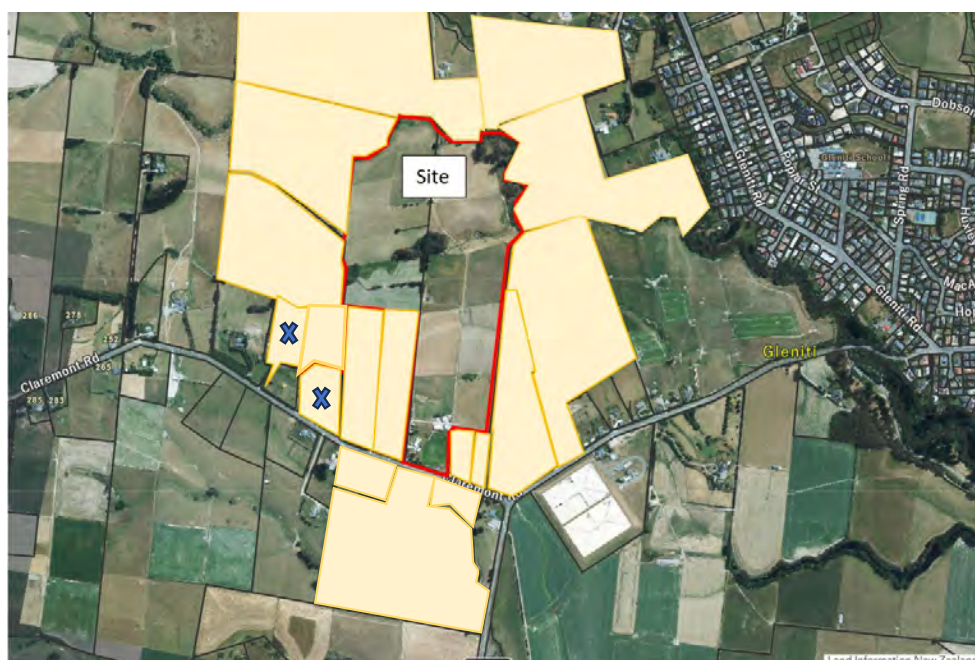
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- (2) A local authority must ensure that it has in place processes for consulting with Māori in accordance with subsection (1).
- (3) The principles set out in subsection (1) are, subject to subsections (4) and (5), to be observed by a local authority in such manner as the local authority considers, in its discretion, to be appropriate in any particular instance.
- (4) A local authority must, in exercising its discretion under subsection (3), have regard to—
 - (a) the requirements of [section 78](#); and
 - (b) the extent to which the current views and preferences of persons who will or may be affected by, or have an interest in, the decision or matter are known to the local authority; and
 - (c) the nature and significance of the decision or matter, including its likely impact from the perspective of the persons who will or may be affected by, or have an interest in, the decision or matter; and
 - (d) the provisions of [Part 1](#) of the Local Government Official Information and Meetings Act 1987 (which Part, among other things, sets out the circumstances in which there is good reason for withholding local authority information); and
 - (e) the costs and benefits of any consultation process or procedure.
- (5) Where a local authority is authorised or required by this Act or any other enactment to undertake consultation in relation to any decision or matter and the procedure in respect of that consultation is prescribed by this Act or any other enactment, such of the provisions of the principles set out in subsection (1) as are inconsistent with specific requirements of the procedure so prescribed are not to be observed by the local authority in respect of that consultation.

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Appendix 2 – Map of Neighbours to Consult



Name	Address 1	Address 2	Address 3
TDC to confirm all names	202 Claremont Road	RD4	Timaru
	214 Claremont Road	RD4	Timaru
	190 Claremont Road	RD 4	Timaru
	188 Claremont Road	RD 4	Timaru
	172 Claremont Road	RD 4	Timaru
	171 Claremont Road	RD 4	Timaru
	161 Claremont Road	RD4	Timaru
	156 Claremont Road	RD 4	Timaru
	149 Claremont Road	RD4	Timaru
	146 Claremont Road	RD 4	Timaru
	120 Claremont Road	RD 4	Timaru
	112 Claremont Road	RD 4	Timaru
	22 Snowdon Road	RD 4	Timaru
	20 Snowdon Road	RD 4	Timaru
	260 Gleniti Road	RD 4	Timaru

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Appendix 3– Draft Letter to Neighbours & Stakeholder Groups – Initial consultation

---- November 2024

[Name]
[Address 1]
[Address 2]

Dear Sir / Madam,

RE: CONSULTATION ON THE NEW TIMARU CEMETERY

We would like to consult you about the Council proposal to establish a new Timaru cemetery at 161, 168, 190 Claremont Road, Timaru (the site). A new cemetery is proposed to serve the Timaru area as the existing Timaru cemetery is predicted to run out of space in approximately 5-10 years. You are being consulted as either you own land adjoining the site, or you are stakeholder with a potential interest in cemeteries.

Except for acquiring the site, Council has not developed any plans for the new cemetery at this stage. Accordingly, it is an opportune time for you to provide some input before the project progresses further. To assist your input, we have enclosed some maps illustrating the location of the site and its key characteristics. A timeline for the cemetery project is also enclosed.

However, despite not having any plans for the new cemetery, the initial vision is to create a cemetery in a park. This could possibly include ecological enhancements (wetlands and riparian planting), walkway/cycleway connections, recreation/leisure areas, and of course a cemetery. Given the large area of the site, the cemetery will likely be sequentially developed overtime as demand necessitates.

We encourage you to provide comment on the proposed cemetery, including comment in relation to how it should be designed, how it will operate, or any cultural or spiritual matters. There are plenty of opportunities to get involved. The project will progress generally in accordance with the following table. Opportunities for involvement and input are highlight light blue.

Stage	Stage Description	Expected Timeline
1.	First round of consultation	Nov-Dec. 2024
2.	Draft landscape plan prepared	Dec-Feb. 2025
3.	Consultation on draft landscape plan	Aug-Sept. 2025
4.	Consultation summarised	Sept. 2025
5.	Landscape plan revised after consultation	Sept. 2025
6.	Council report on consultation & landscape plan	Nov. 2025

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7.	Council decides whether to approve the landscape plan and whether to proceed with the necessary RMA authorisations	Nov. 2025
8.	Council applies for RMA authorisations ²	Dec. 2025

In respect of the first round of consultation, we are happy to meet with you one-on-one. If you would like to take up that opportunity, please email phone Mark Geddes on 027 948 6575 to organise a meeting. Alternatively, if you would like to provide written comment, please e-mail parks@timdc.govt.nz.

We look forward to meeting you or receiving your comment.

Yours faithfully,

Bill Steans
Parks and Reserves Manager

²RMA authorisations will likely include a Notice of Requirement and resource consents. Consultation opportunities will depend on the statutory process.

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Appendix 4 – Stakeholder Groups & People that will Receive an Invitation to Consult

Group	Specific Group	Comment	Address 2	Address 3
Neighbours	Neighbours	See Appendix 2.2		
Religious groups	Timaru Ministers Associations	This is association of all the Christian Ministers.	Presbyterian Minister Roy Grant 027 570 5156 Wendy Geeling 012 023 76585 wendy.gleniti@gmail.com	
Cultural groups	SC Indian Cultural Society	facebook.com/South-Canterbury-Indian-Cultural-Society-Inc	Lata Kumar Lata.kumar@ymail.com	
	SC Chinese Community	facebook/TimaruChineseCommunity or facebook/SouthCanterburyChineseOnline	Kathy Shu Kathy.shu@icloud.com	
	Tongan Society South Canterbury	facebook/tongansocietysc	Sina and Hahano Latu hahanoltu@yahoo.co.nz	
	South Africans in Timaru	Facebook/timarusouthafricans	Martin Reynecke martin.reynecke@pgtrust.co.nz	
	Timaru Muslim Educational Trust	facebook/timarumuslimeducationaltrust	Asarul Hawue Obaiddullah (refer to him as the Imam) alubaid@hotmail.com 0211041146	
	Samoan Society		Soti samoansocietytimaru@gmail.com	
	Filipino Society		Dennis marayagdennis@gmail.com	
	Pasifika o Aoraki Services		falepasifikaooraki.org.nz	
Funeral directors	Timaru Funeral Directors	Bretts Funeral Services	mail@betts.co.nz	
		Mainland Funerals	peter@mainlandfunerals.co.nz	
		Heartland Funerals	info@heartlandfunerals.co.nz	
		Aoraki Funeral Services	office@aoraki.kiwi.nz	
Natural burials groups	-	https://www.naturalburials.co.nz	info@naturalburials.co.nz	
Public health organisations		Community and Public Health Te Mana Ora and Medical Officer of Health Their Christchurch office is commenting	(Angela Sheat/p) 021 730 280 angela.sheat@cdhb.health.nz	

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Appendix 5 – Letter to Neighbours and Stakeholders – Consultation on
the draft landscape plan

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20 August 2025

[Name]

[Address 1]

[Address 2]

Dear Sir / Madam,

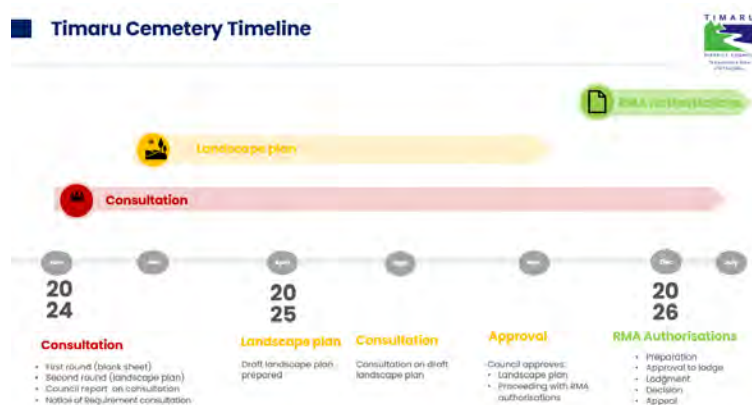
RE: CONSULTATION ON THE DRAFT LANDSCAPE PLAN FOR THE NEW TIMARU CEMETERY

We would like to consult you about the draft landscape plan that Council has commissioned in relation to the new Timaru cemetery at 161, 168, 190 Claremont Road. As you may be aware, a new cemetery is proposed to serve the Timaru area as the existing Timaru cemetery is predicted to run out of space in approximately 5-10 years. You are being consulted as either you own land adjoining the site, or you are a potentially interested stakeholder.

Most neighbours and stakeholders availed themselves of the opportunity to be consulted in the first round of consultation on the new cemetery. This initial consultation was conducted on a blank canvas basis, with no plans for the cemetery being developed at that stage. The information provided by neighbours and stakeholders was invaluable, and as such, we would like to thank those neighbours and stakeholders who participated in that consultation for their time and energy in engaging with us.

The draft landscape plan has now been developed by a landscape architect and was informed by the initial consultation, along with other relevant matters. The draft landscape plan can be viewed at www.timaru.govt.nz and will be revised after considering any comments received by you and other parties in this next round of consultation. Your comments will also be summarised and considered by Council in deciding whether to approve the landscape plan.

The consultation on the draft landscape plan provides an opportune time for you to provide some input before the project progresses further. A timeline for the cemetery project is provided overleaf.



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We encourage you to provide comment on the draft landscape plan. We are interested in any comments you may have and greatly appreciate your time and efforts in providing comments. There will also be at least one further opportunity for your involvement in the RMA authorisations³ required for the project.

You can make comments on the landscape plan by e-mailing parks@timdc.govt.nz. All comments must be received by Council by 10 September 2025. Council staff and consultants are also happy to meet with you one-on-one. If you would like to take up the opportunity for a meeting, please email parks@timdc.govt.nz or phone the Parks and Reserve Unit on 03 687 7200.

We look forward to receiving your comment.

Yours faithfully,

Garth Nixon
Parks Operations Officer

³ The RMA authorisations required at this stage include a Notice of Requirement and potentially a discharge consent(s). The Notice of requirement is an application for a designation and will be publicly notified with opportunities for submissions.

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Appendix 6 – Public Notice – Consultation on the draft landscape plan

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Public Notice

THE NEW TIMARU CEMETERY

Timaru District Council requests comments from the public regarding the draft landscape plan they have commissioned in relation to the new Timaru cemetery at 161, 168, 190 Claremont Road.

The new cemetery is proposed to serve the Timaru area as the existing Timaru cemetery is predicted to run out of space in approximately 5-10 years.

The draft landscape plan has been developed by a landscape architect and was informed by consultation with neighbours and stakeholders along with other relevant matters. The draft landscape plan can be viewed at the following website: www.timaru.govt.nz and will be revised after considering the comments received from the public, stakeholders and neighbours. You can make comments on the draft landscape plan by e-mailing parks@timdc.govt.nz. All comments must be received by Council by 10 September 2025.

Council encourages the public to provide comment on the draft landscape plan. There will also be an opportunity for public to make a submission in relation to the Notice of Requirement required for the cemetery.

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perspective

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8.5 The Terrace Footbridge Repairs

Author: Susannah Ratahi, Land Transport Manager

Authoriser: Andrew Dixon, Group Manager Infrastructure

Recommendation

That the Infrastructure Committee endorse the Terrace Footbridge to be repaired and reopened to the public, extending its serviceable life by an estimated 7–10 years, and notes that the contract for the preferred option will be awarded by Council Officers following tender evaluation in accordance with the contract documents under delegated authority.

Purpose of Report

- 1 The purpose of this report is to seek a decision on the future of the Terrace Footbridge that is currently closed.

Assessment of Significance

- 2 This matter is considered low significance in accordance with Council's Significance and Engagement Policy as there are no significant social, economic, or cultural wellbeing impacts associated with the options presented in this report.

Background

- 3 The Terrace Footbridge is a 15-metre single-span timber pedestrian bridge linking The Terrace (via an alleyway) to Port Loop Road, crossing over the KiwiRail Main South Line. The footbridge is currently closed due to the poor condition and risk to public safety.
- 4 The bridge served as a walking connection between Timaru's central city and the port/Caroline Bay area, and it is identified as a strategic pedestrian link in the CityTown Master Plan for improving city-to-coast connectivity.
- 5 There are four alternative pedestrian routes near the Terrace Footbridge, three of which provide full mobility access (Strathallan Loop Bridge, Port Loop Road, and the Caroline Bay Footbridge (Matrimonial Bridge) on the Bay Hill).
- 6 The footbridge was closed to the public In November 2023, due to structural concerns, after an inspection found heavily corroded metal plates critical to its integrity. Since the closure, staff have undertaken multiple steps to address the bridge's condition and obtain pricing for repairs.
- 7 The project has effectively been taken to market four times without final resolution to date, first through a pricing using our Road Maintenance and Renewal Contract, then invited tenders from contractors with relevant experience, including a proven track record of similar works in the live rail corridor. Council was then approached by another provider who submitted a quotation. To ensure a fair and equitable appointment of a Contractor, we have now open market tendered the work and received three current proposals. No changes have been made to the construction scope or design throughout these engagements with the market.

- 8 The Infrastructure Committee considered the footbridge's future in mid-2024, noting questions about its necessity, accessibility, and budget implications. In July 2024, the Infrastructure Committee resolved to pause the project pending further information, including community engagement, detailed costing, and usage data collection. This pause acknowledged the bridge's origins as a community-backed project and the need for public input on its fate. Staff were also directed at that time to identify funding for a potential repair ("option one") to reopen the bridge
- 9 Following that direction, Council officers conducted community consultation in April to May 2025. Feedback from residents, businesses, and stakeholders was overwhelmingly in support of retaining and repairing the footbridge, only one respondent advocated for permanent removal. The CityTown stakeholders likewise indicated that maintaining this pedestrian link is a priority, in line with the CityTown Master Plan's vision for an accessible and connected town centre. The strong community sentiment reinforced the bridge's perceived value despite its current condition.
- 10 The significance of the waterfront connection (whether through to the Port or to Caroline Bay) had been previously emphasised by community and stakeholders, many of whom raised this in feedback to consultation, market research questionnaire and through CityTown design workshops. The commercial and recreational advantage of our seaside location has also been iterated through other strategic documents such as Venture Timaru's Destination Management Plan and Economic Development Strategy.
- 11 In June 2025, staff presented an update to the Committee on the Terrace Footbridge Repairs, including the results of the community engagement and options moving forward. Following this, the project progressed to an open tender (Contract 2758) inviting bids for two outcomes, Option 1 - Repair the bridge, and Option 2 - Remove the bridge
- 12 The tender closed on 31 July 2025, and preliminary pricing has been obtained for both options. Repair costs are approximately \$80,000, whereas removal (demolition) would cost roughly \$30,000, according to the tender responses and quotations received. These figures provide a clear picture of the financial trade-off involved. Approximate costs are given due to the Commercial nature of the proposals provided.
- 13 Community fundraising was suggested to help bridge the funding gap between removal and repair, rather than lose the bridge. Ultimately, staff have not pursued a fundraising approach, as internal reallocation of funds has been identified to cover the cost of repair if that option is chosen (see Discussion below)
- 14 After nearly two years of restricted access, the situation now requires a definitive resolution.

Discussion

- 15 The Terrace Footbridge provides a convenient and direct route for pedestrians between the city centre and the Port/Caroline Bay area. Its removal would create a gap in the walking network, forcing pedestrians (including commuters and tourists) to take longer routes to cross the railway corridor. The CityTown Master Plan emphasises improving such connections to support a vibrant, accessible downtown, and the Terrace Footbridge is specifically noted as part of the "Coastal Connection" initiatives to link the city to the waterfront
- 16 Keeping the bridge in service for the next several years would align with these strategic objectives and community expectations.
- 17 The recent tender sought prices for both repairing and removing the bridge.

- 18 Repairing the bridge would involve structural strengthening and maintenance work (\$80k) to address the identified issues (e.g. replacing or reinforcing corroded splice plates, timber repairs, and any necessary safety upgrades). Completing these repairs is expected to extend the bridge's useful life by approximately 7–10 years before a full replacement would be needed.
- 19 This timeline extension provides a reasonable window to plan and budget for a long-term replacement in an orderly fashion, such as inclusion in a future Long Term Plan. Reopening the bridge will also enable officers to install a pedestrian counter to monitor usage and gather data to support a future business case for full replacement.
- 20 In contrast, removing the bridge would cost around \$30k, which is less upfront expense but would result in the immediate loss of the facility. Removal would eliminate ongoing maintenance costs and liability for the old structure, but it also means the community loses the amenity and any future reinstatement would require a much larger capital investment (likely several hundred thousand dollars for a new bridge) at a later date.
- 21 Essentially, the removal option saves money now but creates a service gap and defers a costly solution to a future year, whereas repairing now invests in keeping the asset operational for up to a decade.
- 22 The difference in cost between repair and removal is approximately \$50,000. Council officers have identified a way to absorb this cost within existing budgets to avoid unplanned expenditure. Specifically, Council Officers propose deferring the planned deck sealing of Badham Bridge (a routine structural maintenance project) by one year. This deferral will provide sufficient funds in the current financial year to cover the Terrace Footbridge repair work. The adjustment is considered minor in the context of Council's overall transportation maintenance program and remains within the Land Transport Manager's financial delegation and approved budget tolerances (i.e. no additional funding appropriation is required).
- 23 Given the community's clear preference and the availability of an internal funding solution for the repair, staff believe the benefits of repair outweigh the short-term savings of removal. The reputational risk of removing a seemingly well-used community asset against public wishes is also a key consideration. Community feedback has been nearly unanimous in favour of repairing and reopening the bridge, with only a single submission supporting removal.
- 24 Proceeding with removal in spite of this feedback could undermine public trust and the Council's commitments to the CityTown rejuvenation goals.
- 25 Both options (repair or removal) will involve working over the rail corridor, which adds complexity. The tender requirements emphasise the need for contractors with appropriate experience and safety planning for work above the KiwiRail line.
- 26 KiwiRail will need to approve and coordinate any work windows. These logistical factors have been accounted for in the tender and evaluation. The repair option will entail temporary construction access, possible short-term closures of the rail line (or safe working protocols), and then ongoing maintenance as needed over the coming years.
- 27 The removal option would be a one-time operation, possibly faster to execute, but would require safe dismantling and lifting out of the span. In either case, staff are confident that the technical challenges can be managed by experienced contractors, three suitably qualified firms responded to the latest and current tender, indicating the work is feasible within the quoted costs.

- 28 If the bridge is repaired and reopened, the immediate positive impact will be the restoration of a convenient pedestrian route. This will benefit nearby residents, downtown workers who park on the Port side, and visitors accessing attractions on both sides of the rail line. It will also demonstrate Council's responsiveness to community input and willingness to invest in CityTown connectivity.
- 29 If the bridge were to be removed, those benefits would be lost. Pedestrians would likely have to detour via alternative crossings (the nearest alternative is the Strathallan footbridge several hundred meters to the north, or Port Loop Pathway, or the Piazza, which may discourage walking in the area). The removal could be perceived as a step backward for the CityTown programme, unless a replacement bridge were firmly planned and funded in the near term (which, at this point, it is not).
- 30 Given the lengthy closure since 2023, the fact the project has gone to market four times, and with a current tender proposal in hand, there is now a need for resolution.
- 31 Should the Committee endorse an option, the contract award can proceed promptly. Officers will finalise the tender evaluation in accordance with the contract documents and award the contract under delegated authority (the contract value is within the Land Transport Manager's approval limits). Work could likely commence in the spring of 2025 with an anticipated completion and reopening in early summer, weather and rail access dependent.
- 32 If re-opened, pedestrian counters will be installed on the Terrace Footbridge to gather data on usage. This monitoring will provide valuable information on how many people use the link, which will inform future decisions. For example, justifying the timing and scale of a full bridge replacement in 7–10 years' time.
- 33 In summary, officers believe that repairing the Terrace Footbridge is the prudent course of action. It aligns with community wishes and strategic plans, maintains a useful public asset, and can be achieved within existing budget parameters. Removal, while initially cheaper, is not recommended due to the loss of service and misalignment with long-term city centre objectives. The discussion above outlines the trade-offs for completeness; however, the Officers preference is that repair and reopening deliver greater overall value to the community.
- 34 This decision also allows Council to make a future investment decision from a position of evidence, based on actual usage patterns.

Options and Preferred Option

- 35 The following options have been considered for the Terrace Footbridge, taking into account structural feasibility, cost, community outcomes, and alignment with Council's strategic plans.
- 36 Option 1 – Repair and Reopen the Footbridge: Estimated cost: \$80,000. This option involves carrying out the necessary structural repairs and maintenance to restore the footbridge to a safe condition. Repair work would extend the bridge's life by approximately 7–10 years. It preserves the pedestrian link in the short-to-medium term, giving Council time to plan for a full replacement in the future. Funding for this option can be accommodated by deferring another project (Badham Bridge deck sealing) within the existing budget. This option aligns with community feedback (majority support retaining the bridge) and the CityTown Master Plan's goal of improved pedestrian connectivity.
- 37 Option 2 – Remove (Demolish) the Footbridge: Estimated cost: \$30,000. This option would see the bridge dismantled and removed entirely. It addresses the immediate safety issue by

eliminating the aging structure. Removal has a lower upfront cost and avoids ongoing maintenance expenses; however, it results in the permanent loss of the pedestrian route until a new bridge is built (if at all). This option is not supported by community and stakeholder feedback (only one out of dozens of submissions favoured removal). Choosing removal would achieve a one-time cost saving of roughly \$50k compared to repair, but it contradicts the CityTown strategic direction and would likely be unpopular with the public.

- 38 In evaluating these options, doing nothing (leaving the bridge closed indefinitely) was not considered a viable long-term solution. A prolonged closure would continue to inconvenience pedestrians and leave a deteriorating structure in place without resolution. It would also impact Timaru District Council's reputation with suppliers, having been asked to tender these works multiple times.
- 39 Therefore, the decision comes down to either restoring the bridge to use (Option 1) or taking it out of service permanently (Option 2). After careful consideration, officers conclude that Option 1 (Repair) provides a better balance of outcomes, maintaining connectivity and community goodwill at a manageable cost. Option 2 (Removal) is not recommended except as a last resort if sufficient funds for repair were truly unavailable.

Consultation

- 40 As noted, consultation was undertaken to inform the decision on the Terrace Footbridge. Council opened a feedback process, via an online survey in April - May 2025 to gather residents' and stakeholders' views. The response was clear, the community overwhelmingly supports repairing the bridge and keeping it open. Out of the submissions received, all but one advocated for retaining the footbridge
- 41 Common themes in the feedback included the bridge's convenience for daily walking routes, its role in linking the CBD with Caroline Bay attractions, and even sentimental/community value as a historic local amenity. Many respondents emphasised that a relatively small investment now (tens of thousands of dollars) is worth it to preserve the link, especially compared to the much higher cost that would be required to build a new bridge later if it were removed.
- 42 The Terrace Footbridge's future was also discussed with stakeholders previously involved in the CityTown Master Plan and downtown development initiatives. Business owners, CityTown project representatives, and the Timaru CBD Group were nearly unanimous in supporting the bridge's retention. They view the footbridge as an integral part of encouraging foot traffic between the central city and the waterfront. The CityTown Steering Group noted that losing the bridge could undermine recent efforts to improve pedestrian-friendly infrastructure in the area. This stakeholder feedback reinforces the technical analysis that the footbridge is a "strategic link" for the city. In addition, retaining the bridge was seen as a sign of Council's commitment to the CityTown revitalization programme.
- 43 For a repair, KiwiRail will require the contractor to follow rail safety protocols and may provide track access windows for the works. For a removal, KiwiRail similarly would coordinate on timing and safety. There are likely no objections from KiwiRail as long as their standards are met; thus, the rail operator's input is neutral regarding choice of option.
- 44 Internally, Council's Land Transport unit and asset management Officers have been consulted to ensure that deferring the Badham Bridge deck sealing will not cause any critical issues, it has been confirmed that this deferral is low-risk, for just one year, and acceptable in order to fund the Terrace Footbridge repair.

- 45 The closure of the footbridge since November 2023 has been communicated to the public via signage at the site and updates in Infrastructure Committee Action Registers. If Council decides to repair the bridge, a public communication will be issued to inform the community of the planned works and anticipated reopening timeframe. If the decision were to remove the bridge, Council would similarly communicate the reasons and encourage public use of alternative routes.
- 46 Throughout the engagement, the public has been kept aware that Council was considering options, and this final decision will be similarly conveyed openly.
- 47 In summary, consultation has been thorough and has yielded a clear mandate from the community and key stakeholders to repair and retain the Terrace Footbridge. This consensus has been a significant factor in the Officers recommendation.

Relevant Legislation, Council Policy and Plans

- 48 Local Government Act 2002
- 49 Land Transport Act 1998
- 50 CityTown Strategic Framework 2022
- 51 Active Transport Strategy 2018
- 52 Timaru District Council Roding and Footpaths Activity Management Plan 2024
- 53 Timaru District Council Financial Delegations Manual

Financial and Funding Implications

There is sufficient funding available in the 2025/26 Structures Component Replacement Budget to cover the repair work, by deferring Badham Bridge deck sealing.

Other Considerations

- 54 There are no other considerations.

Attachments

Nil

8.6 Waste Operations Update

Author: Grant Hamel, Waste Operations Manager

Authoriser: Andrew Dixon, Group Manager Infrastructure

Recommendation

That the Infrastructure Committee receives and notes the Waste Operations financial overview of operations for the 2024-25 financial year.

Purpose of Report

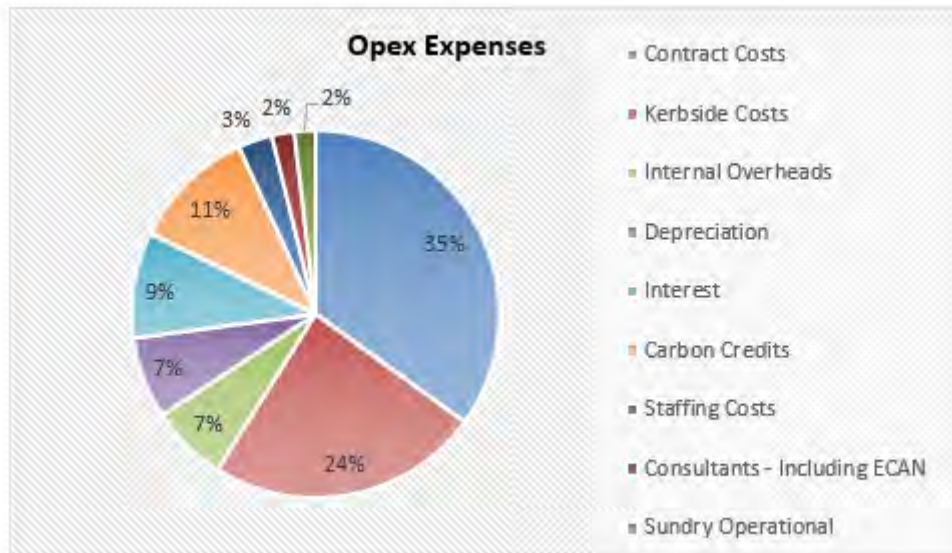
- 1 The purpose of this report is to provide the Infrastructure Committee with an overview of the Waste Operations Activity in the 2024-25 year and an update to the Workshop presentation on the 6th May 2025.

Assessment of Significance

- 2 This report is of low significance when assessed against the criteria of the Council's Significance and Engagement Policy as this report is providing an update on the performance of a unit and refers to approved projects and budgets.

Discussion

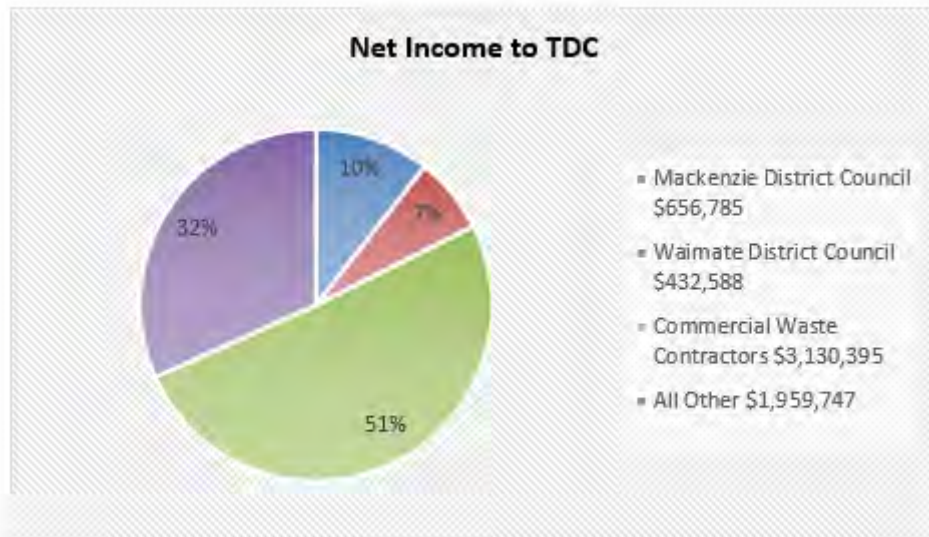
- 3 At the Workshop on 6 May 2025 Council Officers presented information outlining the functions and operations of the Waste Operations Activity.
- 4 Further information was requested that included; commentary on the Waste Levy income and expenditure in 2024-25, a breakdown of commercial income versus non-commercial income at the Transfer Stations and Redruth Landfill, year end results with comment on depreciation and interest and the impact of receiving materials from MacKenzie and Waimate District Councils.
- 5 For the year 2024-25 the waste activity year end financial result was a surplus of \$2,018,729. The improved operating surplus from previous years was a combination of targeted rates now fully funding the kerbside collection activity (previously partially funded by landfill revenue) and increased revenue from waste disposal at the Redruth landfill.
- 6 Interest and overhead charges are currently an estimate and are based on the long term plan. Once the final year end transactions have been processed, these charges will be updated to reflect actuals. These should not materially change the overall result for the activity.



- 7 Highlights from the year included income over the weighbridge at Redruth which was \$700K above budget. This figure does not include any income received from disposal of the Peel Forest remediation. This income will be included in the 2025-26 year.
- 8 Waste Levy income for the year was budgeted at \$1M, however an amount of \$917K was received. The Waste Levy funds are ring fenced for waste minimisation activities and the reduced income will be matched by reduced expenditure therefore has no impact on the waste activity Year End financial position.



- 9 The graph below provides the weighbridge income received. This is split by MacKenzie District Council kerbside collection, Waimate District Council kerbside collection, commercial waste contractors and all other users. Please note that the Commercial Contractors figures will include materials brought in from other councils through business arrangements.



- 10 If either or both of MDC and WDC were to utilise alternative disposal sites, such as Taiko for all or part of their waste disposal there would be a reduction in revenue income, however there would be no comparable reduction the Redruth landfill operating costs as under the Contract with EnviroNZ that of a lump sum annual payment.
- 11 Currently MDC and WDC contribute 11% of total tonnage to landfill per year. Based on the current life span of Cell 3.5 of 63 months, the loss of both of these contracts in full would extend the lifespan of the cell by 7 months.
- 12 As part of the Redruth landfill management a 'Whole of Life' report is completed by Tonkin & Taylor every 2 years. This report calculates the expected lifetime of the landfill taking into account the volume of materials since the last report and extrapolating this out to provide an estimate of lifetime. The most recent report was completed in 2023 and the expected lifetime was 2050. Tonkin & Taylor are currently in the process of completing an updated report, which will include the current filling levels of Cell 3.5, from which a new Whole of Life timeline will be established.
- 13 Excavation of materials from Peel Forest began on the 3rd June 2025. As at the 4th August 15,847 tonnes have been transported and disposed at Redruth landfill. This equates to 548 Truck Loads with an average of 28.91 tonnes per load. It is estimated that to date between 40-50% of material has been removed from Peel Forest.
- 14 The material coming into Redruth from Peel Forest has meant that the new cell is filling up quicker than previously planned in our Waste Activity Management Plan. The next cell at Redruth was scheduled for commencement in the LTP in 2028-29, however at the current rate of filling due to Peel Forest landfill remediation the development of an additional cell may

have to be brought forward to 2027-28. This will be a matter of consideration for the next Long Term Plan and the updated Whole of Life model that also include the impact of Peel Forest will inform this decision.

- 15 Taiko has recently been granted Class 1 Landfill status. This means they will be able to extend the materials they accept at Taiko. However, despite being Class 1 the maximum percentage of putrescibles they can receive a year is 2% of all materials received. In addition, Taiko is only available to commercial customers at this stage.
- 16 We continue to maintain a close working relationship with Taiko. We are aware that they are actively pursuing a number of commercial opportunities. Although this may mean a reduction in income for Redruth it has the long-term benefit of potentially extending the lifespan of the Redruth landfill.

Attachments

Nil

9 Consideration of Urgent Business Items

10 Consideration of Minor Nature Matters

11 Public Forum Items Requiring Consideration