

## AKAROA/WAIREWA COMMUNITY BOARD AGENDA

WEDNESDAY 19 JUNE 2013

AT 9.30 AM

**IN THE AKAROA SPORTS COMPLEX,  
AKAROA RECREATION GROUND,  
28 RUE JOLIE, AKAROA**

**Community Board:** Pam Richardson (Chairman), Bryan Morgan (Deputy Chairman), Lyndon Graham, Leigh Hickey, Stewart Miller and Claudia Reid.

**Community Board Adviser**  
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- PART A - MATTERS REQUIRING A COUNCIL DECISION**  
**PART B - REPORTS FOR INFORMATION**  
**PART C - DELEGATED DECISIONS**

**INDEX**

<b>PART C</b>	<b>1.</b>	<b>APOLOGIES</b>	<b>3</b>
<b>PART C</b>	<b>2.</b>	<b>CONFIRMATION OF MEETING MINUTES</b>	
	2.1	Ordinary Meeting – 22 May 2013	3 - 6
<b>PART B</b>	<b>3.</b>	<b>DEPUTATIONS BY APPOINTMENT</b>	<b>7</b>
	3.1	Roger Woods and Nicola Salmond – Fletchers EQR	
	3.2	Hollie Hollander – Akaroa District Promotions	
	3.3	Victoria Andrews	
<b>PART B</b>	<b>4.</b>	<b>PRESENTATION OF PETITIONS</b>	<b>7</b>
<b>PART B</b>	<b>5.</b>	<b>NOTICES OF MOTION</b>	<b>7</b>
<b>PART B</b>	<b>6.</b>	<b>CORRESPONDENCE</b>	<b>7</b>
<b>PART B</b>	<b>7.</b>	<b>RESERVE MANAGEMENT COMMITTEES</b>	<b>7</b>
	7.1	Pigeon Bay Reserve Management Committee – 24 March 2013	8 - 9
	7.2	Duvauchelle Reserve Management Committee – 13 May 2013	10 – 11
	7.3	Okains Bay Reserve Management Committee – 9 April 2013	12 – 14
	7.4	Le Bons Bay Reserve Management Committee – 29 May 2013	15
	7.5	Awa-iti Reserve Management Committee – 14 March 2013	16
<b>PART A</b>	<b>8.</b>	<b>SURRENDER OF AGREEMENT – 67 RUE LAVAUD, AKAROA – BP MEATS SITE</b>	<b>17 - 19</b>
<b>PARTS A &amp; C</b>	<b>9.</b>	<b>LAND EXCHANGE AND CLASSIFICATION OF RESERVE</b>	<b>20 - 27</b>

<b>PART C</b>	<b>10.</b>	<b>2011/12 STRENGTHENING COMMUNITIES FUND END OF PROJECT ACCOUNTABILITY REPORTS</b>	<b>28 - 37</b>
<b>PART B</b>	<b>11.</b>	<b>BRIEFINGS</b>	
	11.1	Transport Safety Manager	38
<b>PART B</b>	<b>12.</b>	<b>COMMUNITY BOARD ADVISER'S UPDATE</b>	<b>38</b>
	12.1	Board Funding Balances	39
	12.2	Banks Peninsula Water Management Zone Committee Minutes – 23 April 2013	40 - 42
	12.3	Local Earthquake Recovery Co-Ordination	
	12.4	May Update on Local Capital Projects and Stronger Christchurch Infrastructure Rebuild Team Update (SCIRT)	
<b>PART B</b>	<b>13.</b>	<b>ELECTED MEMBERS INFORMATION EXCHANGE</b>	<b>43</b>
<b>PART B</b>	<b>14.</b>	<b>QUESTIONS UNDER STANDING ORDERS</b>	<b>43</b>

**1. APOLOGIES**

**2. CONFIRMATION OF MEETING MINUTES**

**2.1 Ordinary Board Meeting – 22 May 2013**

The minutes of the Board's ordinary meeting of 22 May 2013 are **attached**.

**STAFF RECOMMENDATION**

That the minutes of the Board's ordinary meeting held on Wednesday 22 May 2013 be confirmed.

AKAROA/WAIREWA COMMUNITY BOARD  
22 MAY 2013

Minutes of a meeting of the Akaroa/Wairewa Community Board  
held on Wednesday 22 May 2013 at 9.37am in the  
Boardroom, Little River Service Centre, 4238 Christchurch-Akaroa Road, Little River

**PRESENT:** Pam Richardson (Chairman), Lyndon Graham, Leigh Hickey and Stewart Miller.

**APOLOGIES:** Apologies for absence were received and accepted from Bryan Morgan and Claudia Reid.

The Board reports that:

**PART A – MATTERS REQUIRING A COUNCIL DECISION**

**1. DEPUTATIONS BY APPOINTMENT**

**1.1 LITTLE RIVER INFORMATION CENTRE**

Glynis Dobson, Information Co-ordinator, Little River Information Centre attended the meeting to update the Board on the activities of the Information Centre which is located in the Little River Railway Station and operated under the umbrella of the Little River Craft Station Incorporated. She outlined the history of the Centre and the importance of the Little River location as a "gateway" to the Peninsula, which is a natural stopping point for travellers. Mrs Dobson reported that 41,600 people had visited the Information Centre during a six month period in the 2012/13 season.

Mrs Dobson said the information Centre had been informed that the Council will no longer be funding the \$10,000 it had previously contributed on an annual basis towards the operation of the Information Centre. That funding had allowed the Centre to have paid part time employees, purchase essential equipment and provide an information service on 363.5 days a year. She was concerned that without funding the service and future planning could diminish or cease.

The Board **decided** to recommend to the Council that it consider allocating \$10,000 from the excess income from cruise ships, above what had been budgeted, to assist the Little River Craft Station Incorporated in providing information services at Little River.

This item was presented to the 13 June 2013 Council meeting by way of a Chairperson's Report.

**PART B – REPORTS FOR INFORMATION**

**2. DEPUTATIONS BY APPOINTMENT**

**2.1 LITTLE RIVER INFORMATION CENTRE**

Glynis Dobson updated the Board on the Little River Information Centre's Summer Season.

(Refer to Clause 1 – Part A).

**3. PRESENTATION OF PETITIONS**

Nil.

**4. NOTICES OF MOTION**

Nil.

## 5. CORRESPONDENCE

Nil.

## 6. RESERVE MANAGEMENT COMMITTEES

The Board **received** the minutes of the Duvauchelle Reserve Management Committee meeting held on Monday 8 April 2013.

## 7. BRIEFINGS

Nil.

## 8. COMMUNITY BOARD ADVISERS' UPDATE

The Board received information from the Community Board Adviser on various matters.

- **Lease - Akaroa Tennis and Netball Pavilion**

The Board was updated on a previously approved lease for the Akaroa Tennis and Netball Pavilion, to the Akaroa Resource Collective Trust, that had never been formalised.

The Board **decided** to request that staff bring a revised report to the Board to consider amended terms and conditions for the lease, to reflect the changed circumstances relating to local community facilities, and taking into account the following factors:

- that the lessee complies with all Council policies and regulations
- the inclusion of a provision to terminate the lease if the proposed activity ceases
- that the term of the lease be reduced to a three year period, with two rights of renewal
- that the Board be consulted when the lease is reviewed
- that the facility be available for hire to other groups and members of the public when not being used by the lessee.

## 9. ELECTED MEMBERS' INFORMATION EXCHANGE

Board members received information on various matters.

- **Youth Excellence Award**

The Board **decided** to support the suggestion of presenting Youth Excellence Awards to pupils attending schools within the Akaroa/Wairewa area and requested that staff provide information on whether funding for this year's Awards could be obtained from funds not expended from the Board Newsletter budget.

- **Student Voice – Community Board**

The Board **decided** to support the concept of a senior student participating in Community Board meetings subject to discussions with the Akaroa Area School.

- **Akaroa Area School – Fitness Equipment Circuit**

The Board was informed that the fitness stations installed at the Akaroa Area School, which are also available to the wider community, have been well received and are being well used. The school wishes to install some further exercise items around the school field at a cost of a approximately \$30,000.

The Board **decided** to ask staff to meet with the Principal of the Akaroa Area School to ascertain if Council staff could provide any assistance or expertise with this project to recognise the wider public benefit that would be gained from this project.

- **Ngaio Point Walkway**

The Board **decided** to ask staff to report on the Ngaio Point Walkway, as it appeared it was not being maintained to an appropriate level, after it was reported that there were several hazards on the walkway which had not been repaired, although they had been reported several times through Council systems.

## 9 Cont'd

- **Duvauchelle Footpath**  
The Board **decided** to ask staff for a report on how the condition of the Duvauchelle footpath from Seafield Road to Pawsons Valley Road could be improved to make it more accessible for foot traffic, particularly people with mobility issues and for people using pushchairs and wheelchairs.
- **Akaroa Boat Compound/Parking Area**  
The Board **decided** to ask staff for an update on how the Akaroa Boat Compound area, which had become very untidy and had large potholes, could be remediated, and how the Board could initiate a biodiversity project to improve the adjoining streams and tidal pool.

## 10. QUESTIONS UNDER STANDING ORDERS

Nil.

## PART C – DELEGATED DECISIONS

### 11. CONFIRMATION OF MEETING MINUTES – 17 APRIL 2013

The Board **resolved** that the minutes of its ordinary meeting held on Wednesday 17 April 2013 be confirmed.

### 12. AKAROA/WAIREWA COMMUNITY BOARD STRENGTHENING COMMUNITIES FUNDING – KEY LOCAL PROJECTS REPORT 2013/14

The Board considered a report seeking a recommendation for any Key Local Projects to be recommended to the Metropolitan Strengthening Communities Fund for 2013/14.

The Board **resolved** that the Akaroa Resource Collective Trust project be a Key Local Project and recommended a grant of \$47,000 to be considered by the Metropolitan Funding Committee for the 2013-14 Strengthening Communities Fund.

The Board **resolved** that the Akaroa Resource Collective Trust be requested to provide an update on its activities to the Board within the next six months.

Note: Leigh Hickey declared an interest in this item and withdrew from the discussion and voting thereon.

The meeting concluded at 12.23pm.

**CONFIRMED THIS 19TH DAY OF JUNE 2013**

**PAM RICHARDSON  
CHAIRMAN**

### **3. DEPUTATIONS BY APPOINTMENT**

#### **3.1 ROGER WOODS AND NICOLA SALMOND - FLETCHER EQR (EARTHQUAKE RECOVERY) AKAROA HUB**

Roger Woods, the Banks Peninsula Hub Manager for Fletchers EQR and Nicola Salmond (Community Liaison Officer) will update the Board on recent issues.

#### **3.2 HOLLIE HOLLANDER – AKAROA DISTRICT PROMOTIONS (ADP) / CHRISTCHURCH AND CANTERBURY TOURISM (CCT)**

Hollie Hollander, Executive Officer for Akaroa District Promotions will update the Board on the groups activities.

#### **3.3 VICTORIA ANDREWS**

Ms Andrews wishes to address the Board regarding the timing of the Facilities Rebuild Programme Community Forum to be held in Akaroa on Wednesday 10 July from 2.30pm to 4pm.

### **4. PRESENTATION OF PETITIONS**

### **5. NOTICES OF MOTION**

### **6. CORRESPONDENCE**

### **7. RESERVE MANAGEMENT COMMITTEES**

The minutes of the following Reserve Management Committee meetings are attached.

- 7.1 Pigeon Bay Reserve Management Committee – 24 March 2013 (**attached**).
- 7.2 Duvauchelle Reserve Management Committee – 13 May 2013 (**attached**).
- 7.3 Okains Bay Reserve Management Committee – 9 April 2013 (**attached**).
- 7.4 Le Bons Bay Reserve Management Committee – 29 May 2013 (**attached**).
- 7.5 Awa-iti Reserve Management Committee – 14 March 2013 (**attached**).

The above minutes may still need to be confirmed at their next Committee meeting.

#### **STAFF RECOMMENDATION**

That the Board receive the minutes of the following Reserve Management Committee meetings:

- Pigeon Bay Reserve Management Committee – 24 March 2013
- Duvauchelle Reserve Management Committee – 13 May 2013
- Okains Bay Reserve Management Committee – 9 April 2013
- Le Bons Bay Reserve Management Committee – 29 May 2013
- Awa-iti Reserve Management Committee – 14 March 2013.

**MINUTES OF A MEETING OF THE PIGEON BAY RESERVE MANAGEMENT COMMITTEE HELD ON 24  
MARCH 2013 AT PIGEON BAY BOAT CLUB, WHARF ROAD, PIGEON BAY**

The meeting opened at 2.20pm.

**Present:** Brenda Graham, Pam Richardson, Heather Walls, Murray Walls, Pam Annand, Max Annand and Sylvia McAslan (with apologies for lateness).

**Apologies:** Megan Wiseman

**Minutes of the previous meeting (17/06/12) were read and confirmed.** (P.Richardson/B.Graham)

**Matters arising from the minutes of the previous meeting**

- Safety tree work completed – by Mark Bryan and also volunteers Ross & Brenda, & Paul Devlin. Letters of thanks to be sent to volunteers. Discussed replanting natives, Brenda will get info from Trees for Canty or Annelise Pekelharing.
- Solar shower – on hold until toilet block options are determined.

**Correspondence out:**

1. 2012/2013 signed Caretakers Contract
2. Letter to Sandy requesting a tidy up around his caravan

**Correspondence in:**

1. Akaroa & Bays Lions Club – re Pigeon Bay Hall
2. CCC-Draft Annual Plan

*Move that inward correspondence be accepted and outwards approved.*  
(S.McAslan/P.Richardson)

(Carried)

**Finance:**

1. Financial report – In summary at 28 February 2013:

Reserve/Camping Account 000	4,438.55	
Bus First Oncall Account 025	3,984.99	
Term Deposit	<u>19,244.92</u>	(due 25 February 2014)
	<u>\$27,668.46</u>	

2. Accounts to be passed for payment:

(i) CCC – licence fee	330.00	} Retrospectively
(ii) G. McFarlane,mowing(28/8)	112.50	
(iii) Caretakers bonus	1,658.00	
(iv) G. McFarlane,mowing(26/9)	112.50	
(v) G. McFarlane,mowing(17/10)	112.50	
(vi) Drain Surgeons (1/11)	402.50	
(vii) Mark Bryan	4,142.87	
(viii) Gravel & delivery (driveway)	552.00	
(ix) G. McFarlane,mowing(9/11)	112.50	
(x) ChCh Cleaning supplies	270.42	
(xi) G. McFarlane,mowing(10/12)	112.50	
(xii)G. McFarlane,mowing(22/12)	112.50	
(xiii)Drain Surgeons (21/12)	402.50	
(ixx)G. McFarlane,mowing(1/02)	112.50	
(ixx)Drain Surgeons (15/02)	402.50	

*Move that the financial report be accepted and the accounts passed for payment.*  
( S.McAslan/M.Walls)

(Carried)



3. Following Council audit of annual accounts.

*Move that the audited annual financial report to June 30 2012 be adopted.*

*( S.McAslan/P.Annand)*

(Carried)

### **Risk Management Report**

No issues to report. Will write and put on the notice board a procedure, 'In case of emergency', e.g. tsunami.

### **Caretakers Report**

None.

- campers have observed that the men's toilet light doesn't come on – Brenda will sort.
- remind the caretaker that any relieving caretaker must abide by the no dogs rule
- the trellis plantings in front of the toilets need regular trimming, they encroach & are sometimes wet from rainfall.

### **General Business**

1. Max is going to remove the toitoi near the 'first' gate which partially obstructs visibility.

2. Caretakers Contract

- wording altered to allow an annual rate of inflation adjustment, and to clarify the calculation of the caretakers bonus

*Move that "...annual fee of .....to be adjusted annually with the rate of inflation for March 31<sup>st</sup> the previous year.....performance bonus equal to 50% of total casual camping fees.... subject to satisfactory performance....."*

*(M.Walls/S.McAslan)*

(Carried)

- offered mid May, decision requested by end May, allows time for replacement if necessary before expiry end June.

*Move that we again offer the contract to the Stringfellows*

*(B.Graham/M.Walls)*

(Carried)

- Discussion around a 'plan b', should we require another caretaker

3. Regular camper accounts to go out, with a newsletter to include Reserve Board elections later in the year, encouraging potential committee members.

4. Dogs continue to be brought into the Reserve. Campers and Committee Members need to ensure visitors are aware of the 'No dogs' rule, dogs can be tied up outside the Reserve or put in a car parked outside the Reserve.

**Next Meeting:** to be advised.

Will look at signage and location of signs.

**Meeting Closed:** 4.20pm

**Dated:**

**Signed:**

**Minutes of the Meeting of the Duvauchelle Reserves Management Committee  
Held in the Duvauchelle Holiday Park, on Monday 13<sup>th</sup> May, 2013 at 7.30pm**

**Welcome:** Chairman Jacque McAndrew welcomed those present.  
**Present:** Jacque McAndrew, Derek Moir, Brian Bremner, Chris Muirhead, Warren Wisneski, Bruce Watts, Geoff Carter, Dawn Turner, Ken & Kaye Bramley.  
**Apologies:** None

**Minutes:** The April minutes had been circulated to Committee members.  
**Motion:** That the Minutes be taken as read and accepted as a true and correct record.  
Derek / Bruce Carried

**Matters Arising:**

**First Aid Training:** Warren has yet to arrange for Ken & Kaye to take the courses in ChCh..

**Manchester Unity Booking** Geoff has informed the appropriate CCC person that we have confirmed a booking for August of this year.

**Duvauchelle Hall ovens:** Geoff reported that useful pieces had been salvaged and the rest dumped.

**Electrical Warrants of Fitness:** Caretakers will endeavour to give caravan owners two month's written advice of the date that the warrant expires (the date on their window sticker) together with the names of contractors available to be engaged to do the work. Should the warrant not be renewed by the due date, the caretakers will see that they do not connect to the camp power supply.

**Pipers Valley planting:** Jacque has a list of suitable indigenous plants to put in the restored section along the east bank of the Pipers Valley Stream. Warren informed the Committee that he would have to consult with the local iwi and obtain their approval before work could start. This is the required Council procedure.

**Treasurer's Report:** Dawn presented the Financial Statement for April and the expenses to date for May.

**Motion:** That the Financial Statement as presented be accepted and the expenditure approved.  
Bruce/Jacque Carried

**Correspondence:****Inward:**

BNZ	Error in Merchant Service Fee information
J & E Evans	Relinquishing their site
A Hilbink	Relinquishing Site 108
On Gas	re HSNO Compliance
T & R Hurndel	re waiting list

**Outward:**

J Seed	re camp incident
NZTA	re Briford Trailer registration.
Dominic Amos	re GST receipts

**Discussion of correspondence:**

A letter of appreciation for his years of service to the Duvauchelle community and the Duvauchelle Holiday Park is to be sent to John Evans.

**Caretakers Report:**

**Storage:** The area of land at the east end, used for temporary storage of caravans, is very wet during the winter months. There needs to be a limit on the number and size of caravans being stored in this area during the winter.

**Boat Motors:** Motors on parked boats should be down. Raised motors are a potential danger to passing children.

**Tourist Flat floor coverings:** New carpet and vinyl are to be laid as soon as the painting is finished, while the unit is empty. A CCC approved supplier will be asked to supply and lay the floor coverings.

**Proposed new toilet block:** Ian Jackson, CCC on behalf of the Community Board visited the Camp and checked the possible location.

**Pavilion Inspection:** CCC have now done this but a report has yet to be received.

**Main Amenity Block roof:** This has lifted on the west side. Rodger to inspect.

**Retaining Wall (Brent's):** Further discussion on spacing of fence posts and retaining wall posts.

**Health & Safety:** Nothing to report.

## General Business

### 1. Petty Cash:

Having four months of accounts and receipts on hand, Dawn was able to analyse the Petty Cash expenditure over that period. Of the \$1801 spent, \$637 was spent with the Warehouse group, and a further \$554 spent elsewhere on stationery.

Motion: That DRMC open a Business Account with Warehouse Stationery which would cover purchases from the Warehouse, Warehouse Stationery and Noel Leeming. This account would earn business reward points.

Dawn/Brian

Carried

Kaye was advised that this account would not preclude her from purchasing better bargains elsewhere.

### 2. Duvauchelle Hall repairs:

Geoff reported that CCC Staff, Engineer and City Care met on site, Wednesday, 8 May. There is a change in how they will deal with structural issues. Work will start as soon as new design drawings are received from the Engineer. The CCC Facilities Team have approved the repairs. Geoff will seek advice on the best treatment for the flooring boards.

### 3. ADP membership. Kaye will action.

Motion: That DRMC, Akaroa Holiday Park, become a member of the ADP.

Brian/Bruce

Carried

### 4. Price Increases for the next financial year:

Modest price increases were proposed, reflecting increased charges for many overheads. No increases were made to charges for stay-nights on permanent sites or for children 5 to 15 years of age while those under 5 are free. Coin operated facilities, showers and laundry units remain unchanged. The new charges will come into effect on 1 July, 2013.

### 5. Alteration to Camp Rules.

Only the sheet of rules given to casual campers was discussed. Minor alterations were approved. Before the June meeting Committee members are to read their booklet of Camp Rules (the set given to those who camp on permanent sites). If Rules requiring change are clearly marked, the revising of the rules will not be an onerous task.

Meeting closed 9.45 pm

Next meeting will be held in the Duvauchelle Holiday Park at 5 pm. Monday 10th June 2013

**Okains Bay Reserve Management Committee meeting**

**held on Tuesday 9<sup>th</sup> April 2013**

**Present:** R.Boleyn, D.Cox, K.Rexer, Judy Thacker, G.Thacker, B.Boughton, R.O'Malley, Michelle Wallis-Hartley, Pam Richardson.

**Apologies:** Peter Thelning, Peter Ramsden, Darren Wallis-Hartley.

**Minutes of the last meeting:** The minutes of the previous meeting held on Tuesday 12<sup>th</sup> February 2013 were passed as a true and correct record.

*Moved G.Thacker/B.Boughton Carried.*

**Matters arising:** # Peter said water testing on sewerage beds at the beach, has passed inspection.

# Gillian asked if paddock leases for Reserve paddocks were sent to CCC.  
*Sharon to action.*

# Thank you letter to be sent to Steven Gray. *Sharon to action.*

# Pam sent email re: gas cylinder storage and amount permitted on site at the beach. *Sharon to action.*

# Pam has spoken with Andrew Hemsley re: grass verge walkway from cattle stop to Big Hill Road.

# Tim Ayres will be looking at drainage within the Bay.

# Richard suggested cleaning drain in the racetrack paddock.

**Correspondence:** Inward; # CCC Akaroa/Waiwera Community Board agenda for meeting on 20<sup>th</sup> February and March 2013.

# Letter from Inland Revenue re: late payment of GST tax.

# Letter from Hill Laboratories re: water analysis report for sewerage beds.

# Letter from Crombie Lockwood re: new prices for insurance renewal.

# Letter from Pam Richardson re: storage of LPG cylinders.

Outward: # Letter to CCC re: Cemetery submission from Okains Bay community.

*Moved "that the correspondence be accepted"*  
*J.Thacker/R.O'Malley Carried.*

**Finance report:** as tabled.

# Michelle mentioned that their bonus had not met the minimum rate recommended by the Board.

# Klaus suggested a letter be written to the Council re: our concerns about the handling of the Caretakers wages and bonuses, and the late filing of GST.

*Moved K.Rexer/R.O'Malley that a letter be sent to CCC re concerns mentioned and requesting consultation with wage personnel. Carried.*

# Sharon to bring Thelning Drainage account to next meeting.

*Moved D.Cox/B.Boughton that the finance report be accepted Carried.*

**General business:** # Klyne Harris has left the Bay and Richard suggested David Lewis be asked to take on mowing the Cemetery lawn and tennis courts. Richie suggested the tennis court needs to be cut with an edge trimmer.

# Richard, Bob, Gillian and Darren met with Lyall Matchett and an architect to discuss options for the pavilion on March 21<sup>st</sup> 2013. The Board would like to know the status of the Management Plan re: the camping ground and resource consents around the pavilion. The Board were under the impression that these had been signed off. This query is to be included in the letter to CCC. *Sharon to action.*

# Pam asked how the Board would like to see the cemetery run in the future. The Cemetery Board is a separate committee with all the same members and community members. The Reserve Board wants to continue running the cemetery the way it has in the past, with no expectation of financial input from the CCC. Letter of intent to be sent to Akaroa/Waiwera Community Board. *Sharon to action.*

# Lyall Matchetts' pavilion upgrade project concept plans were presented to the Board for their perusal. General opinion was to have toilets and shaower

included as option in the concept plan. Richard to contact Lyall and proceed with plan to include this.

# Pam suggested the Board consider how to supply potable water.

# Michelle asked whether the Board would look at floor coverings in the house. Michelle to look at under floor insulation, and the cost of carpeting inside the house. Richie suggested covering ground under the house with black plastic to combat water pooling under the house, causing damage and rising damp.

*Michelle to action.*

Meeting closed at 9.15 pm.

Next meeting on Tuesday 11<sup>th</sup> June 2013 at 7.30 pm in the pavilion.

*Meeting of the Le Bons Bay Reserve Management Committee  
29<sup>th</sup> May, 2013 at 7pm at Le Bons Bay Domain Hall*

**Present:** Jo Rolley (Chair), Bruce Nicholl, Tony Rodgers, Charlotte Bleasdale.

**Apologies:** John Butler (**Bruce/Tony. Carried**)

**Minutes:** Minutes of the meeting of 27<sup>th</sup> August 2012 taken as read. (**True and correct record: Jo/Bruce. Carried**)

**Correspondence inwards:** An invitation from CCC to an informal seminar on 29<sup>th</sup> November 2012.

**Matters Arising:**

1. **Charges for use of the Domain Hall/receipt book:** Jo and Tony had attended the seminar for Reserve Management Committee members on 29<sup>th</sup> November 2012. The seminar had touched on a number of issues – in particular, the need for financial good housekeeping by Reserve Management boards. Points to note include:
  - a. Insurance of buildings is covered by CCC.
  - b. At the date of the seminar, the Detailed Engineering Evaluation for Le Bons Bay Domain Hall was still unfinished.
  - c. Any capital expenditure by the board must be channelled through the Community Board as part of an annual or long-term plan submission.
  - d. The board is entitled to exemption from Resident Withholding Tax (forms available from the bank).
  - e. The board may not make donations from Reserve funds to outside groups.
  - f. Year-end accounts are due on 31<sup>st</sup> July 2013.
  - g. Finances: the board must abide by new cash receipting and accounting controls, including reconciling bank statements, filing all invoices, keeping copies of deposit slips and filling in a cashbook with records of expenditure.
  - h. Hall rental: a ledger is to be kept recording details of Hall rentals; transactions are to be recorded in a pre-numbered receipt book.

It was agreed that Charlotte would contact CCC to request that they supply a numbered receipt book for Laurie's use when renting the Domain Hall; she will also ask CCC to send copies of the Reserve Management Committee Handbook for each of the committee members. (**Jo/Tony. Carried**) Tony suggested that the board should hold another committee meeting before submission of the year-end accounts at end of July; this was agreed and will take place after 20<sup>th</sup> July, as Tony will be away until that date. Charlotte will consult John about a suitable date and will advise CCC and ask them to advertise the meeting.

**General Business:**

1. **Alternative power provider:** John has offered to bring a report on an alternative pre-pay system for the Domain's power supply. It was agreed he be asked to report at the next meeting. (**Jo/Charlotte. Carried**)
2. **Improvements to the Hall:** It was agreed that quotes should be sought for upgrading the men's urinals and the kitchen workbench surface. Bruce will ask Michael Brown to quote. (**Bruce/Tony. Carried**)
3. **Provision of cleaning materials:** After discussion, it was agreed that renters of the Hall should be advised they need to bring their own cleaning materials, such as detergent, tea towels etc; however a supply of same should be made available for purchase and kept in a locked cupboard at the Hall. It was agreed that Bruce would ask Michael to include a lock for one of the cupboards in his quote.
4. **Meeting times:** Charlotte asked if the committee could meet earlier in the day – especially during winter months. This was agreed. The next meeting will take place at 4pm – date to be advised.

The meeting closed at 7.40pm.

**Awa-Iti Domain Management Committee Meeting**  
**Thursday 14<sup>th</sup> March 2013 at Little River Hotel, 7.30pm**

Present:

Jonathan Palmer (Chairman), Graham Young, John Boyles, Susan Tulloch, Simon Fowler.

Apologies:

Christian Couper, Sherryl Stanbury, Brian Hutchinson, George Piper.

Previous Minutes:

Minutes from the last meeting (Dec) were proposed by Jonathan, seconded by Graham, and accepted.

Matters Arising:

Greenspace (Ian Jackson) has been consulted regarding maintenance of the Domain, and have stated that they will do what they can. Ian Jackson requests that issues such as the maintenance of the toilets be taken over at the beginning of July, i.e., the start of the next financial year for Greenspace.

Similarly with the Morrice Reserve; Greenspace met with representatives of the RMC and The Little River Pony Club and have agreed that key issues will be addressed, e.g. entrance ramp drainage and flood gate structures.

Property

CCC (Asset & Network Planning Unit; Tony Liu) have provided an options report to the Community Board for the School Reserve-1649 and this has been passed to the RMC for comments. The RMC decided to postpone full discussion of the report until the next meeting (6<sup>th</sup> June) as the feeling was there were many members unable to attend the current meeting and there had been insufficient time to properly consider the listed options. Jonathan did mention that the RMC has effectively been cleared to obtain fees for grazing the School Reserve-1649. This in turn requires Simon to invoice the Leasee for the outstanding grazing lease (almost a year now).

No Other Business Arising.

General Business

Jonathan has enquired via email about the Coronation Library and the \$400 per annum power bill. This committee will write to the community board and ask them about this and also about ensuring that the Library is weatherproof and that excess vegetation (now a fire hazard) be removed. Jonathan will email a request on behalf of this committee, raising these issues.

Memorial Gates

Graham has volunteered to investigate the options regarding funding for the maintenance and repair of the gates for the centenary.

Correspondence

Jonathan has been asked for a letter of support from the Little River Volunteer Fire Brigade for their climbing training tower. Susan will write this up and send to Jonathan for approval.

Kathy Bisman of the Little River Hotel has requested that the Domain should receive more picnic tables to encourage family use. This Committee will forward this request to the Community Board, since this Reserve Management Committee currently has no funds for such a project.

Financials

The Financial report was accepted. Jonathan commented that the Management Committee is currently very close to insolvent.

Other Business

None

Next Meeting

Thursday 6<sup>th</sup> June at the Little River Hotel, 7.30pm.

Meeting Closed at 8.45pm



## 8. SURRENDER OF AGREEMENT – 67 RUE LAVAUD, AKAROA – BP MEATS SITE

<b>General Manager responsible:</b>	General Manager Corporate Services, DDI 941-8528
<b>Officer responsible:</b>	Corporate Support Manager
<b>Author:</b>	Tom Lennon, Property Consultant

### PURPOSE OF REPORT

1. To obtain Council's approval for the surrender of a Development Agreement between the former Banks Peninsula District Council (BPDC) and Purple Peak Developments Limited (PPDL) affecting the Council owned property located at 67 Rue Lavaud, Akaroa also known as the Banks Peninsula Meats site.

### EXECUTIVE SUMMARY

2. Banks Peninsula District Council purchased 67 Rue Lavaud in December 2000 for \$600,000 to provide for employment and economic growth in Akaroa and to provide car-parking for Akaroa township.
3. PPDL and the former BPDC entered into an agreement dated 24 March 2004 whereby BPDC agreed to consider a development proposal for the whole site by PPDL.
4. Purple Peak Developments Limited have recently confirmed their willingness to surrender the existing Development Agreement with BPDC. The surrender of the Agreement will allow Council to consider alternative mid to long term uses for the site without the limitations imposed by the Development Agreement.

### FINANCIAL IMPLICATIONS

5. The surrender of the Development Agreement with PPDL does not have any financial implications to Council other than the legal fees associated with the preparation of the Deed of Surrender document which are considered to be minimum and will be covered from administrative budgets.

### Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

6. The surrender of the Development Agreement with PPDL is not included as part of the 2009-19 LTP Budgets.

### LEGAL CONSIDERATIONS

7. Legal advice in relation to the Development Agreement between PPDL and BPDC indicates that in general terms the effect of the Agreement is to impose an obligation on the Council to consider the development proposal and to consider selling the property to the developer.
8. The Development Agreement between PPDL and BPDC can only be terminated by mutual agreement between the parties.
9. Council's Legal Services Unit also provided advice on a number of aspects of this property, in particular, issues associated with Council's obligations under Section 40 of the Public Works Act to offer the property back to the person from whom it was acquired, in this case Banks Peninsula Meats Limited.
10. The legal advice indicates that, in the event that the land at 67 Rue Lavaud, Akaroa is found to be surplus, that the Council would have no obligation under s40 of the Public Works Act to offer the property back to Banks Peninsula Meats Limited on the basis it would be impracticable to do so under s40(2)(a) as that company was struck off the Companies Register on 5 November 2001.

### Have you considered the legal implications of the issue under consideration?

11. The legal implications of this matter have been considered as detailed in the Legal Considerations section of this report. Should Council approve the termination of the Agreement, a Deed of Surrender will be prepared by Council's Legal Services Unit.

#### **ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

12. Not applicable.

**Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?**

13. No.

#### **ALIGNMENT WITH STRATEGIES**

14. No.

**Do the recommendations align with the Council's strategies?**

15. No.

#### **CONSULTATION FULFILMENT**

16. The termination of the Development Agreement between PPDL and Council does not require public consultation.

#### **STAFF RECOMMENDATION**

That the Community Board recommend to the Council that it pass the following resolutions:

- (a) That approval is granted for the termination of the Development Agreement dated 24 March 2004 affecting the property at 67 Rue Lavaud, Akaroa, also known as the Banks Peninsula Meats Site between Purple Peak Developments Limited and the Council.
- (b) That the Corporate Support Unit Manager is delegated authority to do all things necessary to give effect to the termination and surrender.

## BACKGROUND

17. Banks Peninsula District Council purchased 67 Rue Lavaud in December 2000 for \$600,000 to provide for employment and economic growth in Akaroa and to provide car-parking for Akaroa township.
18. PPDL and the former BPDC entered into an agreement dated 24 March 2004 whereby Council agreed to consider a development proposal for the whole site by PPDL.
19. Purple Peak Developments Limited have recently confirmed their willingness to surrender the existing Development Agreement with BPDC. According with the New Zealand Companies Office, PPDL was struck off in December 2012. The surrender of the Agreement will allow Council to consider alternative mid to long term uses for the site without the limitations imposed by the Development Agreement.
20. The site is zoned Town Centre incorporating two Certificate of Titles and forming a total land area of 2,970 square metres. The front Title comprises a large lot of 2,555 square metres with frontage to Rue Lavaud just near the intersection of Rue Lavaud and Rue Balguerie with the rear lot forming a right of way access comprising 415 square metres leading from Rue Balguerie to the rear of the site.
21. The main improvement on the site is a 243 square metre shop/office/dwelling originally constructed around the turn of the century. The condition of the structure is generally fair to average overall. A number of maintenance issues have been identified and Council has already undertaken repairs.
22. Whilst considering long term uses for the site, the former Banks Peninsula District Council issued a number of licenses and leases over portions of the site. The Council leases out the butcher shop, which fronts Rue Lavaud and there are five short term leases/licences to a Real Estate/e-mail internet office, a veterinary club, the local waste management contractor, an Opportunity Shop and the Toy Library.
23. Expressions of interest for the development of the site were called for by public notice on 2 November 2002. As a result of the expressions of interest process, PPDL presented a proposal to the Property Committee of the BPDC.
24. PPDL proposal was subject to public consultation and several discussions at Community Board and Council level.
25. PPDL and the former BPDC entered into an agreement dated 24 March 2004 whereby BPDC agreed to consider a development proposal for the whole site by PPDL. The Agreement stipulates that, if after consideration and consultation in respect of the development proposal, Council decides the proposal should proceed, the Council and PPDL will then negotiate the terms of which the Council would be willing to sell the property to PPDL so the development proposal can be completed.
26. The BPDC at its meeting of 15 December 2004 resolved to put development plans for the site on hold until the Traffic and Parking Strategy for Akaroa was completed. The Council also resolved that in the event of a decision to sell or lease the BP Meats site, PPDL would be given first priority to present a proposal for this land in recognition of the considerable effort put in to date. Such commitment is documented in the Development Agreement.

## 9. LAND EXCHANGE AND CLASSIFICATION OF RESERVE

<b>General Manager responsible:</b>	General Manager City Environment DDI 941-8608
<b>Officer responsible:</b>	Unit Manager Transport and Greenspace
<b>Authors:</b>	Stuart McLeod, Property Consultant and Kelvin McMillan. Senior Policy Planner

### PURPOSE OF REPORT

1. The purpose of this report is to seek the approval of the Akaroa/Wairewa Community Board under the delegated authority of the Council to:
  - (a) Exchange Reserve 2581 with Sections 1, 2 and 3 shown on Survey Office Plan 455600 and request the Minister of Conservation to gazette the exchange, and further,
  - (b) Subject to the successful outcome of 1(a) to recommend to Council that it request the Minister of Conservation to classify Sections 1, 2 and 3 Survey Office Plan 455600 as Scenic Reserve under Section 19 (1)(a) Reserves Act 1977.

### EXECUTIVE SUMMARY

2. The opportunity has arisen to exchange 4.0469 hectares of underutilised Council rural land near the Ataahua Domain in the Kaituna Valley, Banks Peninsula for approximately 15.2 hectares of private land adjoining Te Waihora/Lake Ellesmere, the Railtrail and the lower reaches of the Kaituna River (Refer **Attachment 1**). The land cost of the exchange is cost neutral.
3. The exchange is intended to improve the long term ecological health of Lake Ellesmere by allowing destocking of old lake bed wetland, providing a wider non agricultural buffer around the lake, improve recreation opportunity, protection of indigenous plant communities and wildlife, and long term enhancement of biodiversity (including possible habitat enhancement for the endangered Grebes which now nest along the Kaituna River).
4. The land exchange supports Ngāi Tahu, ECan and Ministry of the Environment objectives to enhance the water quality, biodiversity and cultural values of Te Waihora/Lake Ellesmere. It will contribute toward implementation of Council's MOU with the Waihora Ellesmere Trust. (WET) signed April 2011.
5. The Community Board has appropriate delegation to approve the exchange of the reserve but does not have a delegation to classify reserves. The classification of the reserve requires Council consent. The actual implementation of the exchange and classification is processed by the Department of Conservation once the appropriate resolutions are passed by the Community Board and Council.

### FINANCIAL IMPLICATIONS

6. The exchange of land will be on a quid quo pro basis as supported by independent valuation advice.
7. The Council will meet costs of survey, its own legal costs and those of Wangan Hills Limited up to a maximum of \$1,000.

### Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

8. Yes. Maintenance, development and ecological restoration will be funded through the existing operational budget for Parks, Open Spaces and Waterways.
9. Approximately 100 metres of new fencing will be required to fully enclose the new land exchange area. Fencing of the 100 metres is not urgent as virtually all the of the exchange area is already securely fenced and stock have no ability to enter 98 per cent of the site. However new fencing costs of approximately \$2,000 are able to be covered by current parks capital budgets.

10. Operational expenditure is estimated to be very minimal and may only become a cost if capital development occurs such as provision of board walks/hides, planting and creation of new pond areas along or adjacent to the more modified sections of the Kaituna River. Further discussions with WET, ECan (Whakaroa Te Waihora project), Ngāi Tahu and DOC on environmental improvements in the Kaituna Valley and lower Halswell/Huritini area are required before any decisions are made about possible improvements and how they might be accomplished.

#### **LEGAL CONSIDERATIONS**

11. Part Reserve 2581 was vested in the Council as a reserve for a road board office under the Public Reserves Act 1881 by Gazette 1892 page 569. The reserve has never formally been classified, it is therefore deemed to be Local Purpose Road Board Office. The title to the reserve was derived from the Crown under the Land Act 1877.
12. The Community Board has delegated authority to approve the exchange of reserves for other land under Sections 15 of the Reserves Act 1977. It does not have the delegation under Section 16 of the Reserves Act 1977 to classify reserves, this must be done by resolution of Council.
13. The proposed exchange was advertised in the Bay Harbour News on 29 February 2012. If any objections are received they are forwarded to the Department of Conservation (DOC) along with the Councils resolution in respect of those objections. In this case no objections were received.
14. Section 16 of the Reserves Act 1977 is the statutory authority to classify reserves. It is a requirement of both Sections 15 and 16 of the Reserves Act 1977 that the Minister of Conservation take all necessary steps to publish the appropriate notices in the New Zealand Gazette to exchange and classify reserves.
15. As Reserve 2581 was derived from the Crown it is subject to part 9 Ngāi Tahu Claims Settlement Act 1996. If sold Ngāi Tahu would have the first right of refusal. If the exchange is completed this notation will be removed from Reserve 2581 and entered on the title to issue for Section 1, 2 and 3 Survey Office Plan 455600.
16. The Department of Conservation has consulted with Ngāi Tahu on this matter and have obtained their consent to this transaction.

#### **Have you considered the legal implications of the issue under consideration?**

17. Yes, as above.

#### **ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS**

18. Regional Parks.

#### **Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?**

19. Yes, one of the key outcomes of The Activity Management Plan for Regional Parks is “a City of People who Value and Protect the Natural Environment” and includes goals of:
  - (a) Protect outstanding natural landscapes, natural resources and scenic values.
  - (b) Provide a “wilderness” experience within easy reach of urban areas.
  - (c) Enable residents to learn about and take part in protecting and restoring their natural environment.
  - (d) Contribute to the Garden City image.

#### **ALIGNMENT WITH STRATEGIES**

20. Biodiversity and Public Open Space Strategies.

#### **Do the recommendations align with the Council's strategies?**

21. Yes. The Biodiversity Strategy goals include:
- (a) To conserve and restore indigenous biodiversity in Christchurch and Banks Peninsula.
  - (b) Priority species are protected and restored.
  - (c) Ecosystems supporting biodiversity are protected and restored.
22. The proposed land exchange area contains good examples of typical lakeside wetland plant communities including extensive areas of glasswort in saline areas south of the Kaituna river, ephemeral mudflats with musk plants, rush lands and small areas of *Plagianthus* shrubland. A large portion of the area north of the river has lower plant ecology values and potential for restoration and possibly creation of further pond areas for wildlife. Greater protection and restoration of the land will contribute to Biodiversity Strategy objectives.



*Glasswort salt meadow south of the Kaituna River within the land exchange area*

23. Wildlife values and potential of the lakeside land are high. Overall Te Waihora/Lake Ellesmere is rated as New Zealand's most important habitat for wetland birds with peak numbers of up to 90,000 recorded.
24. Much of the lake's shoreline within the Christchurch City Council territorial area is in private ownership, and in many places this ownership continues well out on to the lake bed. On the Motukarara - Birdlings shoreline, the construction of both the railway embankment and the highway embankment resulted in embayments and "landward" blocks of saltmarsh losing much of their free connection with the lake proper. Retention of indigenous vegetation (especially rushland and coastal shrubland) is important to retain the lake's biodiversity values.
25. Greater protection of shoreline habitat will deliver beneficial and sustainable outcomes. The shoreline of Lake Ellesmere has value in both landscape terms and as a nationally/internationally important habitat for wildlife. Currently, this shoreline has very little protection and public reserve holdings within the CCC district are minimal. The Kaituna River mouth and lower Kaituna River have high wildlife values with potential for these values to increase. The Department of Conservation is actively involved in habitat enhancement, species management, and predator control at this site with the Council's Regional Parks Team providing assistance.
26. In summary, wildlife values and opportunities (based on Andrew Crosslands 2010 Wildlife habitat assessment report on the Kaituna River mouth area and various site visits) include:
- (a) Saltmarsh site habitat is sufficiently intact to offer habitat to birds such as Pukeko, Marsh Crake, Australasian Bittern and waterfowl.
  - (b) There are open patches characterised by low, turf-forming vegetation and ephemeral shallow ponding. This habitat type is often termed a "sandpiper pool" and is utilised by wading birds and waterfowl for feeding (many species) and nesting (Pied Stilt).

- (c) The elongated waterbody adjoining the railtrail, (largely in DOC ownership) has edges dominated by Marsh Ribbonwood and or rushes and grasses extending into the proposed land swap area. This provides excellent feeding habitat for Australasian Bittern (with regular sightings), and feeding/nesting habitat for Marsh Crake, Pukeko and waterfowl.
- (d) The presence of breeding Southern Crested Grebe on the Kaituna River (one of only two lowland rivers in New Zealand – the other being the Okana River near lake Forsyth). The recent colonisation, successful breeding and rapid increase of Crested Grebes on these two local rivers has the potential (if carefully managed) to generate a recovery of this species in the Christchurch area and substantially boost the national population (currently c.600 birds).



*Southern Crested Grebe*

- (e) Ephemeral ponds extending from the DOC owned lagoon with edges dominated by rushes, *Plagianthus* and long grass provide feeding and nesting habitat for waterfowl, swamp birds and herons.
  - (f) The lower reaches of the Kaituna River and stopbanks adjacent to the land exchange area and upstream of the railtrail bridge have been heavily grazed and riparian habitats are currently highly degraded. “Managed” restoration of raupo and tall rush beds is required to restore nesting habitat for the majority of “key” species found locally. These include the Crested Grebe, Australasian Bittern, Marsh Crake, Spotless Crake, Grey Duck, etc.
  - (g) Fencing and establishment of a planted riparian strip of native bush – a continuation of an ongoing joint CCC/DOC planting project upstream – would both screen the riverbank from edge effects and attract a wider range of native bird species, including bush birds in addition to the water birds already present.
27. Public Open Space Strategy priority initiatives to 2040 include:
- (a) Enhancement of and access to recreation opportunities including along State Highway 75 whilst ensuring that biodiversity values are protected.
  - (b) Potential identification of Council land along State Highway 75 that could be exchanged for more useful areas of land.
  - (c) Experience of outstanding natural landscape and indigenous biodiversity is provided by strategic location of open space corridors and routes.
  - (d) The Council works with Ngāi Tahu to protect areas of cultural/mahinga kai value within the open space system.

28. The lakeside land exchange area is ideally located by State Highway 75 for promotion of lake values. There are two existing car parks available to allow the public access to the land exchange area, one at Kaituna Quarry and another at the northern end of the land.
29. Andrew Crossland, in his report on the potential of the land exchange area for recreation comments:

*“Through careful design, opportunity may exist at the Kaituna River mouth site to further promote public use of this area. An appropriately located (in terms of minimising impacts of sensitive wildlife habitats) loop track and boardwalk could be anchored to the rail trail, enabling a short saltmarsh/lake edge nature walk ... a short 15 minute loop track with interpretation boards featuring the saltmarsh environment, wildlife identification, the Lake Ellesmere shoreline, Geology of Banks Peninsula, etc, may build public interest in the area and build support for better management and protection of this important part of Christchurch.”*

#### **ALIGNMENT WITH NGAĪ TAHU, ECAN, GOVERNMENT, WET AND CITY COUNCIL OBJECTIVES FOR TE WAIHORA/ LAKE ELLESMERE**

30. The Council is a member of the Lake Ellesmere Interagency Management Group. The Council has also signed a joint MOU with Waihora Ellesmere Trust (WET), agreeing:
  - (a) To cooperate to prepare a non-statutory management plan for the Waihora/Lake Ellesmere catchment;
  - (b) To work with the community through the Waihora Ellesmere Trust; and
  - (c) To implement relevant components through their statutory powers.
31. The WET Council MOU vision and objectives include.
  - (a) A place where healthy and productive water provides for the many users of the lake while supporting the diversity of plants and wildlife that make the lake unique.
  - (b) A place where environmental, customary, commercial, and recreational values are balanced while respecting the health of the resource.
  - (c) To promote and where appropriate, support best practices as a means of maintaining/and or enhancing the ecological health of the lake, including its tributaries.
  - (d) To maintain the sense of place and character that makes the lake and its environs special to current residents and users, and for future generations.
  - (e) To raise awareness and understanding of the values of the lake to recreational and other users to ensure the integrity of the lake is not compromised.
32. The land exchange also supports the Whakaroa Te Waihora MOU signed between ECan, Ngāi Tahu and the Ministry of the Environment and the co-governance agreement between ECan and Ngāi Tahu. Currently there is work underway to develop cooperative land use initiatives in the Kaituna Valley.

#### **CONSULTATION FULFILMENT**

33. Section 15 of the Reserves Act 1977 has been complied with as outlined in paragraph 13 above.



## STAFF RECOMMENDATION

It is recommended that the Akaroa/Wairewa Community Board:

- (a) Resolve to approve the exchange of the land described in the First Schedule hereto being all Reserve 2581 held for site for Road Board offices, for the land described in the Second Schedule hereto and request the Minister of Conservation to gazette the exchange pursuant to Section 15 (1) of the Reserves Act 1977.

### FIRST SCHEDULE

Area	Description
4.4046 ha	Reserve 2581 being all the land comprised in Computer Freehold Register CB482/108

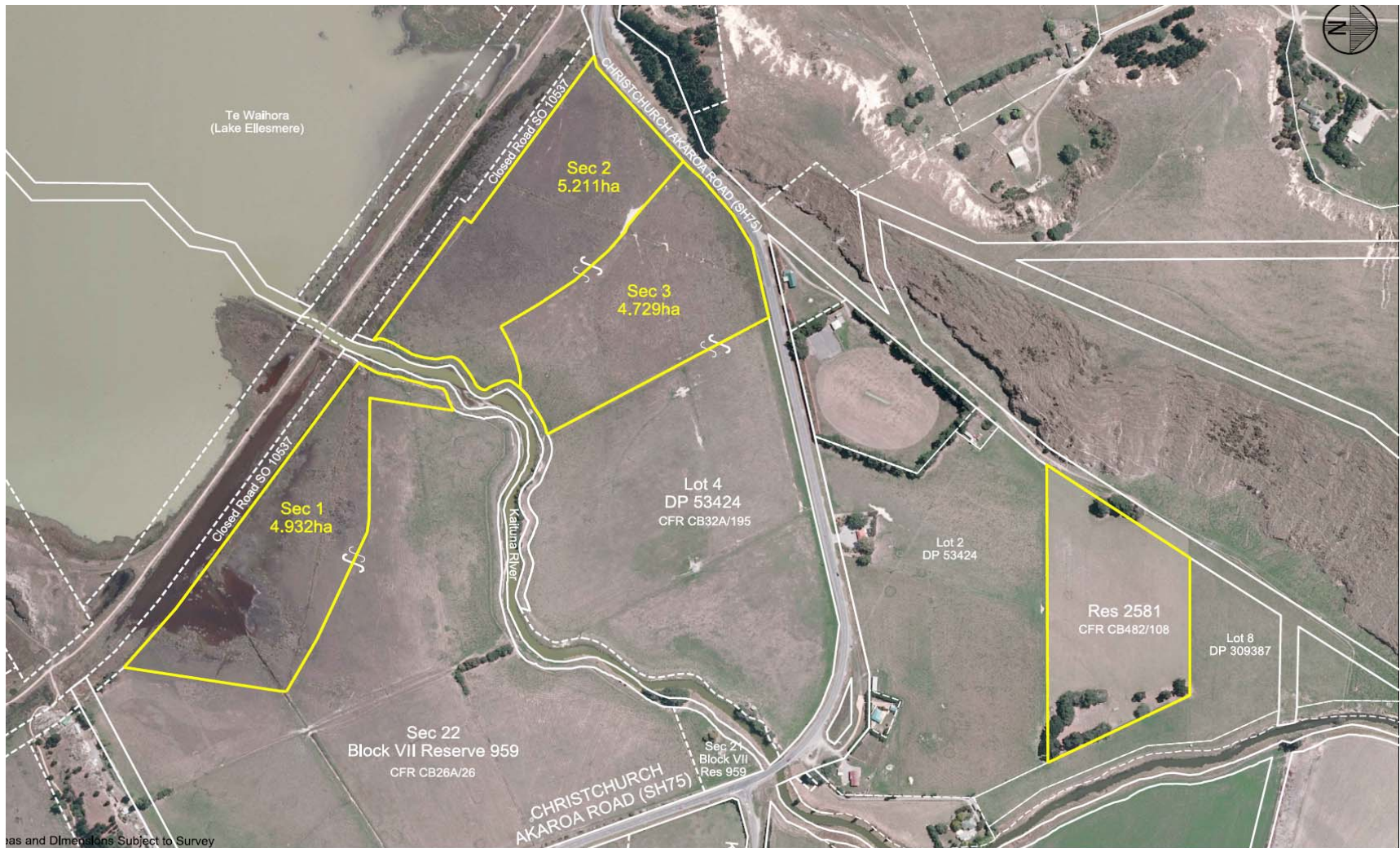
### SECOND SCHEDULE

Area	Description
15.2721 ha	Sections 1, 2 & 3 shown on Survey Office Plan 455600 and being part of the land comprised in Computer Freehold Registers CB32A/195 and CB26A/26

- (b) Subject to recommendation (a), recommend that the Council request the Minister of Conservation pursuant to Section 16 (1) of the Reserves Act 1977 to change the purpose from site for a road board office and classify as scenic reserve under Section 19 (1)(a) of the Reserves Act 1977 that land situated at 207 Kaituna Valley Road, Kaituna, containing 15.2721 hectares being Sections 1, 2 and 3 Survey Office Plan 455600 and being part of the land comprised in Computer Freehold Registers CB32A/195 and CB26A/26.

## BACKGROUND (LAND EXCHANGE ISSUES)

34. Reserve 2581 containing 4.4046 hectares and held in Computer Freehold Register CB482/108 is held by the Christchurch City Council as a “site for a Road Board Office”, subject to the Reserves Act 1977 (refer **Attachment 1**). It was set aside in 1883 and vested in trust in the inhabitants of the Little River Road Board district in 1892. The Christchurch City Council is the Board’s successor.
35. As a consequence of these historic actions the reserve is deemed to be Local Purpose Reserve – site for a road board office. It has never been formally classified.
36. Wangan Hills Limited own all the land surrounding Reserve 2581, other than an unformed legal road on the reserves western boundary.
37. Wangan Hills Limited also own all the land comprised in Computer Freehold Registers CB26A/26 and CB32A/195, and have approached the Council asking if it would consider an equitable exchange of land.
38. The acquisition by Wangan Hills Limited of Reserve 2581 will provide them with an opportunity to improve general farming activities, whilst the Council’s acquisition of Sections 1, 2 and 3 on Survey Office Plan 455600 (15.2721 ha) will assist the Council in the preservation of flora and fauna, and provide greater opportunity for the viewing of wildlife in its natural environment.
39. It is apt that Te Waihora (Lake Ellesmere) is adjacent to the portion of the Rail Trail that abuts the north western boundary of Sections 1 and 2.
40. When an exchange of reserve land for other land takes place, the reserve status is removed from the reserve land and attaches to the other land. It is not appropriate to hold Sections 1, 2 and 3 as a “site for a road board office”. It is for this reason that this report also seeks to set in motion the process for a change the purpose of the reserve from Local Purpose Reserve site for a road board office to Scenic Reserve.
41. If the recommendations in this report are adopted, public advertising of the Council’s intention to change the reserves classification will occur.



Areas and Dimensions Subject to Survey



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APITAL PROGRAMME GROUP

## 10. 2011/12 STRENGTHENING COMMUNITIES FUND END OF PROJECT ACCOUNTABILITY REPORTS

<b>General Manager responsible:</b>	General Manager Community Services , DDI 941-8607
<b>Officer responsible:</b>	Community Support Manager
<b>Author:</b>	Lincoln Papali'i, Strategic Initiatives Manager

### PURPOSE OF REPORT

1. The purpose of this report is to provide the Board with a summary of the end of year accountability report for projects that received funding from the Boards 2011/12 Strengthening Communities Fund (SCF).

### EXECUTIVE SUMMARY

2. The amount of the Council's SCF allocated by the Board for the 2011/12 financial year was \$29,320, comprising:

Category	Number of Funded Applications	Total amount
Community Organisations	8	\$22,860
Board Bids	4	\$6,460

3. Successful applicants of the SCF are required to submit a six month accountability report and an end of project accountability report. Attached to this report, (**Attachment 1**), is a matrix detailing the information received on the end of project accountability reports.
4. Organisations are requested to submit their project accountability reports using the Results Based Accountability (RBA) framework. The RBA framework uses three key questions to measure the impact and efficacy of projects.
  - How much did you do?
  - How well did you do it?
  - Is anyone better off?

### FINANCIAL IMPLICATIONS

- 5 On 18 July 2011, the Board granted its Strengthening Communities Funding allocation of \$29,320.

### Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

6. Yes, see LTCCP pages 99 and 100 regarding community grants schemes including Board funding.

### LEGAL CONSIDERATIONS

#### Have you considered the legal implications of the issue under consideration?

7. There are no direct legal issues involved in this review process.

### ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

#### Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?

8. Yes, see LTCCP pages 99 and 100 regarding community grants schemes including Board funding.

### ALIGNMENT WITH STRATEGIES

9. The funding allocation process carried out by Christchurch community boards is covered in the Council's Strengthening Communities Strategy.

10. Funding allocations made contributed to fulfilling the Council's 2009-19 Strategic Objectives (Strong Communities) and Community Outcomes (Governance and Community), are aligned with the Strengthening Communities Strategy 2007 and contribute to meeting the Board's Objectives for the 2009-19 period.

**Do the recommendations align with the Council's strategies?**

11. Yes, as per paragraph 10 above.

**CONSULTATION FULFILMENT**

12. Not required.

**STAFF RECOMMENDATION**

It is recommended that the Board receive the information.

## END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do and who is better off as a result)	Staff Comments
<p>00033313</p> <p><b>Organisation Name</b> Akaroa Community Arts Council</p> <p><b>Name of Project</b> Art Council Event Support</p> <p><b>Granted Amount</b> \$955</p>	<p>The Art Council Event involving art classes by visiting artists took place on 9-12 October 2012, the group estimates approximately 160 volunteers hours went into running the event.</p> <p>Akaroa Spring Art School had 74 enrolments over 15 courses/presentations/visits including; Creative Clay, oil painting, calligraphy and photographic lighting.</p> <p>Approximately half the attendees were Akaroa residents and half from Christchurch so bringing revenue into the village.</p> <p>The community benefitted by having art classes on their door step that they normally would have driven to Christchurch to attend.</p>	<p>Accountability report received. Money spent accordingly. No further action required</p> <p>A well supported niche market. The Akaroa District Promotions is now supporting the Spring Art School.</p>

## END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do and who is better off as a result)	Staff Comments
<p>00033480</p> <p><b>Organisation Name</b></p> <p>Akaroa District Promotions Incorporated</p> <p><b>Name of Project</b></p> <p>Ongoing administration and service provision</p> <p><b>Granted Amount</b></p> <p>\$2,250</p>	<p>The Akaroa Harvest Festival was held at the Recreation Ground on April 21 2012. The theme of the Festival was a celebration of Banks Peninsula food &amp; wine.</p> <p>It was a day of music, food, wine and activities, a country market Akaroa style. Other activities included a jam contest &amp; school mural competition.</p> <p>The produce sellers reported a successful day with many of them selling out. Many families attended and a significant number of out-of-town visitors.</p>	<p>Accountability report received. Money spent accordingly. No further action required.</p> <p>A very welcome event for the community at the end of the Cruise season.</p> <p>As an extension to the Harvest Festival The Community Board hosted a well attended, evening community 'Cruising Out' party as a thankyou for the community's participation, tolerance and generally coping with the increased visitor numbers in the town over the cruise season.</p>

## END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do and who is better off as a result)	Staff Comments
<p>00033474</p> <p><b>Organisation Name</b> Akaroa Resource Collective Trust</p> <p><b>Name of Project</b> Youth Development Project</p> <p><b>Granted Amount</b> \$7,235</p>	<p>35 young people aged 5-15 were engaged in weekly youth programmes with three Youth Mentors overseeing and facilitating recreational activities.</p> <p>100 local and visiting young people enrolled in the ARCT school holiday programme.</p> <p>50% of local young people were engaged in ARCT Youth initiated activities and accessed ARCT services for support and advice.</p> <p>Six local young people achieved recognition at National levels in sporting achievements within the last 12 months (2011-12) and were supported by ARCT, these same young people were influential in supporting and mentoring their peers through both a fitness programme and weekly social activities.</p> <p>Seven young people from single parent and low income families attended YMCA holiday camps subsidised through ARCT.</p> <p>100% of places available in school holiday programmes were filled. The success of this programme has seen local businesses continue to provide specialised activities such as the Cooking School, Cinema, Dolphin Cruises, Library and the YMCA</p> <p>50% of young people in Akaroa are involved in the ARCT Youth Development Programme. Youth engaged in the Development Programme learn to take responsibility, initiate and role model their younger peers. Parental and community involvement strengthens community.</p> <p>85% of local and visiting families have commended the service the holiday programme provides for young people in a rural area who do not have access to urban facilities. The integration of visitors onto the programme fosters relationships and builds new friendships for both young people and their parents. It also supports local parents who work in providing supervised care.</p>	<p>Accountability report received. Money spent accordingly. No further action required</p> <p>A foot note to the report is that the dynamics and interests of the age group this programme catered for has changed in the following year as has parental support and assistance consequently new methods of interacting with young people are being explored in 2013/14.</p>



## END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do and who is better off as a result)	Staff Comments
<p>00033411</p> <p><b>Organisation Name</b></p> <p>Banks Peninsula Agriculture &amp; Pastoral Assoc.</p> <p><b>Name of Project</b></p> <p>Centennial Year Book Project</p> <p><b>Granted Amount</b></p> <p>\$2,000</p>	<p>The Banks Peninsula Agriculture and Pastoral Association produced an extensively researched book which has been complimented for its quality printing and design.</p> <p>A print run of 200 copies was produced</p> <p>The book is of interest to anyone with ties to the Peninsula or those interested in the history of rural New Zealand.</p>	<p>Accountability report received. Money spent accordingly. No further action required</p>

## END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do and who is better off as a result)	Staff Comments
<p>00033412</p> <p><b>Organisation Name</b></p> <p>Banks Peninsula Agriculture &amp; Pastoral Assoc.</p> <p><b>Name of Project</b></p> <p>Commemorative Volunteers Dinner</p> <p><b>Granted Amount</b></p> <p>\$1,500</p>	<p>200 people came to the dinner with 20 people from outside of Banks Peninsula and Christchurch</p> <p>Food was good, music was great and everyone had a good time.</p> <p>The dinner brought together both old farming families with new arrivals to the area. The dinner served as a venue for people new to the area to learn about the rich history of the area and meet people who have lived and farmed here for generations. .</p>	<p>Accountability report received. Money spent accordingly. No further action required</p>

## END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do and who is better off as a result)	Staff Comments
<p>00032999</p> <p><b>Organisation Name</b> Little River Craft Station Incorporated</p> <p><b>Name of Project</b> Little River Heritage Walk</p> <p><b>Granted Amount</b> \$2,420</p>	<p>Approximately 10 hours, that includes researching historical information, walking, taking photos, arranging location for signs and install signs</p> <p>Eight signs were designed and installed.</p> <p>Maps and brochures were produced which are available at the Little River Craft Station.</p> <p>Anyone local or visiting Little River who likes to walk and/ or who is interested in some history.</p>	<p>Accountability report received. Money spent accordingly. No further action required</p>

## END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do and who is better off as a result)	Staff Comments
<p>00032864</p> <p><b>Organisation Name</b></p> <p>Little River Support Group</p> <p><b>Name of Project</b></p> <p>Community/School Pool Operating Costs</p> <p><b>Granted Amount</b></p> <p>\$3,000</p>	<p>The majority of the grant (\$2,500) went towards wages of the pool attendant. The remainder (\$500) was used to purchase pool chemicals including, chlorine, hydrochloric acid and cyneric acid.</p> <p>This project was to keep the school/community pool open outside school hours for the enjoyment and use of the wider community.</p> <p>It enabled children to have easy access to water in a safe environment. The group was able to provide swimming lessons which were well attended and will be following up on this again for the next swimming season in 2013. The swimming pool provides and important focus for the community during the summer months as a place for families, teens and holiday makers to socialise as well as learning about water safety.</p>	<p>Accountability report received. Money spent accordingly. No further action required</p>

## END OF PROJECT SUMMARY

Project Details	Project Outcomes (How much did they do and who is better off as a result)	Staff Comments
<p>00032952</p> <p><b>Organisation Name</b></p> <p>The Little River Wairewa Community Trust</p> <p><b>Name of Project</b></p> <p>Community Radio Station</p> <p><b>Granted Amount</b></p> <p>\$3,500</p>	<p>The radio station has been tested and installed in its final location at the Fire Brigade</p> <p>The whole Little River Wairewa Community will benefit from this project when it is completed.</p> <p>The radio station will provide emergency and community information and entertainment.</p>	<p>Accountability report received. Money spent accordingly. No further action required</p> <p>The radio station, although operating, is still being refined to ensure maximum reach to the valley communities. Different sites are being tested but the Fire Station is the Civil Defence provider and Base and will ultimately determine best location.</p>

## 11. BRIEFINGS

### 11.1 TRANSPORT SAFETY MANAGER

Robyn Gardener, Transport Safety Manager, Road Corridor Operations, will introduce herself and her role, and report on some of the projects she is working on.

## 12. COMMUNITY BOARD ADVISER'S UPDATE

### 12.1 BOARD FUNDING BALANCES

A copy of the Board's 2012//2013 funding balances as at 19 June 2013 is **attached** for members' information.

### 12.2 BANKS PENINSULA WATER MANAGEMENT ZONE COMMITTEE

Minutes of the Banks Peninsula Water Management Zone Committee meeting held on 23 April 2013 are **attached** for members' information. The attachments to these minutes can be viewed at: *The Council – Meetings, agenda & minutes – schedule, agenda and minutes – April.*

### 12.3 LOCAL EARTHQUAKE RECOVERY CO-ORDINATION (LERC)

The Community Board Adviser will update the Board.

### 12.4 MAY UPDATE ON LOCAL CAPITAL PROJECTS AND STRONGER CHRISTCHURCH INFRASTRUCTURE REBUILD TEAM UPDATE

The May update on Local Capital Projects will be circulated directly to Board members, along with an update from the Stronger Christchurch Infrastructure Rebuild Team (SCIRT).

## ATTACHMENT TO CLAUSE 12.1

Codes	Akaroa-Wairewa Discretionary Response Fund		Board Approval
	<b>Discretionary Response Fund - 2012/2013 allocation</b>	<b>12,799.00</b>	
	<b>Carried Forward 2010/2011 projects that did not proceed (EQ related)</b>	<b>0.00</b>	
	<b>Additional Credit – Former Reserves Discretionary Fund</b>	<b>21,743.00</b>	
	<b>Total 2012/2013</b>	<b>34,542.00</b>	
461/124/9/	<b>Allocations made</b>		
1	<b>Okains Bay Maori and Colonial Museum</b> - Maori costumes for Okains Bay School children	600.00	18/07/12
2	<b>Holdyn Skinner</b> – Jazz Bank Trip north of South Island	300.00	15/08/12
3	<b>Matthew Dickie</b> – Competing at the Beef and Lamb National Competition in Auckland	300.00	15/08/12
4	<b>Akaroa Area School</b> – Akaroa 2012 CASAfest	3,800.00	15/08/12
5	<b>Akaroa and Bays Civil Defence</b> – First Aid Training Course	1,700.00	19/09/12
6	<b>Garden of Tane Reserve Management Committee</b> - Initial Operating Costs	500.00	19/09/12
7	<b>Lisa Pirika</b> - Travel costs to Wellington pre World Art Games	300.00	17/10/12
8	<b>Akaroa/Wairewa Community Board</b> – Christmas packs for the Elderly	480.00	14/11/12
9	<b>Akaroa District Promotions</b> – Familiarisation Visit to Auckland and Kerikeri	500.00	12/12/12
10	<b>Akaroa/Wairewa Community Board</b> – Conference Attendance	1,720.00	17/04/13
11	<b>Okains Bay Maori and Colonial Museum</b> – Insurance Costs	4,000.00	17/04/13
12	<b>Moses Bygate-Smith</b> – Hockey Tournament, Canada	400.00	17/04/13
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	<b>Discretionary Response Funds Allocated</b>	<b>14,600.00</b>	
	<b>TOTAL: Akaroa/Wairewa Discretionary Response Fund Unallocated</b>	<b>19,942.00</b>	
	<b>Youth Development Fund - Opening Balance allocation from SCF</b>	<b>0</b>	
	<b>Allocations made</b>		
	<b>Youth Development Fund Balance - Available for allocation</b>	<b>0</b>	
	<b>TOTAL: Akaroa/Wairewa Youth Development Fund Unallocated</b>	<b>0</b>	

**BANKS PENINSULA WATER MANAGEMENT ZONE COMMITTEE  
23 APRIL 2013**

**A meeting of the Banks Peninsula Water Management Zone Committee was held in Governors Bay Hotel on Tuesday 23 April 2013 at 4pm**

**PRESENT:** Richard Simpson, Community Representative (Chairperson)  
Donald Couch, Commissioner Environment Canterbury  
Yvette Couch-Lewis, Community Representative  
Steve Lowndes, Community Representative  
Councillor Claudia Reid, Christchurch City Council  
Pam Richardson, Community Representative  
Kevin Simcock, Community Representative  
June Swindells, Te Hapu O Ngati Wheke

**APOLOGIES:** An apology for absence was received and accepted from Ilean Cranwell, Wade Wereta-Osborn and Pere Tainui.

An apology for lateness was received and accepted from June Swindell and Pam Richardson who arrived at 4.28pm and were absent for clauses 1 and 2.

An apology for lateness and early departure was received and accepted from Councillor Claudia Reid who arrived at 4.40pm and departed at 6.30pm being absent for clauses 1, 2, 9, 10 and 11.

An apology for early departure was received and accepted from Yvette Couch-Lewis who left at 6.57pm and was absent for clauses 9, 10 and 11.

The meeting was opened with a karakia from Peter Ramsden.

**1. CONFIRMATION OF MINUTES – 19 MARCH 2013**

It was **decided** that the minutes of 19 March 2013 be approved as a true and accurate record, subject to the following being added at the beginning of the minutes:

*The Committee was welcomed onto the marae with a powhiri.*

The Committee requested that a clause titled "Matters Arising" be added to future agendas.

**2. DEPUTATIONS BY APPOINTMENT**

2.1 Lyttelton Harbour/Whakaraupo Issues Group – Claire Findlay

Claire Findlay outlined plans for a forum to be held in July which will be primarily an information sharing event. Whakaraupo wetland could be considered by the Committee for selection as one of two wetlands to protect and regenerate as identified in recommendation 4.6 of the Zone Implementation Programme.

The Committee requested that the minutes of the Lyttelton Harbour/Whakaraupo Issues Group meetings be circulated by email to assist in keeping the Committee informed.

**3. IDENTIFICATION OF URGENT ITEMS**

Nil.



#### **4. IDENTIFICATION OF ANY GENERAL PUBLIC CONTRIBUTIONS**

The Committee received information on the Okains Bay community water supply which included the following points:

- Resource consent is required for water take as former consent has expired
- There are water quality issues in Okains Bay and the water is non-potable
- Okains Bay Water Board is seeking support from Christchurch City Council for advice on options for the future.
- Okains Bay Water Board is meeting with Environment Canterbury to explore the process of a resource consent and what will be required.

The Committee received information on Elliot Sinclair subdivision at Ngaio Point which highlighted that there have been concerns regarding erosion and a request from the Community Board for further information regarding controls on sediment discharge.

The Committee received information on the Akaroa Wastewater Scheme which has applied for a seven year extension to the present resource consent and is awaiting the Commissioner's decision. The title has come through for a one hectare piece of land to be used for wastewater plant.

The Committee received information that the Community Board has asked Christchurch City Council staff to investigate whether the Kingfisher Point subdivision consent conditions have been met and compliance was ongoing.

The Committee received information on the recent Climate Change Workshop which was attended by Steve Lowndes.

#### **5. REGIONAL COMMITTEE UPDATE**

The Committee received a verbal update on the Regional Committee from Matt Ross, Environment Canterbury. The Committee noted the importance of having a voice at the regional level. Topics covered at the Regional Committee meeting included:

- ecosystem health and biodiversity working group update
- regional infrastructure working group update
- natural environment recovery programme
- land use and water quality working group update

The Committee received and accepted the resignation of Iaeen Cranwell as the Committee's representative on the Regional Committee.

The Committee decided to elect Steve Lowndes as the new Committee representative on the Regional Committee.

#### **6. MINIMUM FLOWS AND PERMITTED USE**

The Committee received a report on minimum flows and permitted use of water in Banks Peninsula from Tim Davie, Environment Canterbury (refer attachment).

The Committee discussed the need for a plan around minimum flows and permitted use. This will have particular relevance with the sub-regional work on Waiwera.

#### **7. CHRISTCHURCH CITY COUNCIL IMPLEMENTATION OF ZIP**

The Committee received a report on the Christchurch City Council (CCC) programme of implementation which includes the recommendations where CCC has been identified as the lead implementation agency from Peter Kingsbury, Principal Adviser – Natural Resources (refer attachment).

## **8. ENVIRONMENT CANTERBURY IMPLEMENTATION OF ZIP**

The Committee received a report on the Environment Canterbury (ECan) programme of implementation which includes the recommendations where ECan has been identified as the lead implementation agency from Dann Olykan and Anna Veltman, Environment Canterbury (refer attachment).

The Committee requested that a progress report be presented regularly to the Committee.

The Committee decided to further discuss whether the Land Management Team is given primary responsibility for assisting on implementation of recommendations 2.8, 2.11 and 9.1.

The Committee decided to hold a workshop following the 21 May meeting regarding the implementation of recommendations 2.8, 2.11 and 9.1.

## **9. FACILITATOR UPDATE**

The Committee received an update from Lesley Woudberg, Zone Facilitator which included the following:

- reminder of the 24 April Christchurch City Council meeting where the Zone Committees are seeking endorsement of the Zone Implementation Programmes for Banks Peninsula and Christchurch West Melton
- submission has been made on behalf of the Zone Committee to the Christchurch City Council Three Year Plan
- circulated copies of letter from Dame Margaret Bazley on the Hurunui and Waiau River Regional Plan
- tabled report from Robyn Russ on biodiversity (progress on Okana project and Whakaraupo)
- zone committee request for information on wetlands scheduled for the next committee meeting and to include information on coastal wetlands
- reminder to the sub-regional working party that the next meeting is scheduled for 30 April at 6pm.

## **10. PRONUNCIATION PRACTICE**

The Committee participated in a brief review of words learnt in Te Reo.

The meeting was closed with a karakia from Peter Ramsden.

The meeting concluded at 8.40pm.

**CONFIRMED THIS 21ST DAY OF MAY 2013**

**RICHARD SIMPSON  
CHAIRPERSON**

**13. ELECTED MEMBERS INFORMATION EXCHANGE**

**14. QUESTIONS UNDER STANDING ORDERS**