

**Te Hapori o Ōhinehou raua ko Te Ahu Pātiki  
Lyttelton/Mt Herbert Community Board  
OPEN MINUTES**

---

**Date:** Wednesday 20 July 2016  
**Time:** 9.30am  
**Venue:** Boardroom, Lyttelton Service Centre,  
15 London Street, Lyttelton

---

Chairperson	Paula Smith
Deputy Chairperson	Christine Wilson
Members	Denis Aldridge
	Ann Jolliffe
	Adrian Te Patu
	Andrew Turner

---

18 July 2016

Liz Beaven  
Community Board Advisor  
941 5602  
liz.beaven@ccc.govt.nz  
[www.ccc.govt.nz](http://www.ccc.govt.nz)

- 
- Part A**      **Matters Requiring a Council Decision**  
**Part B**      **Reports for Information**  
**Part C**      **Decisions Under Delegation**
- 

**Karakia Timatanga:** Adrian Te Patu.

**In Attendance:**

Paula Smith, Christine Wilson, Denis Aldridge, Ann Jolliffe and Adrian Te Patu.

The agenda was dealt with in the following order.

**1. Apologies**

Part C

**Apologies**

**Community Board Resolved LMCB/2016/00098**

It was resolved on the motion of Paula Smith, seconded by Denis Aldridge that the apology from Andrew Turner be accepted.

Paula Smith/Denis Aldridge

**Carried**

**2. Declarations of Interest**

Part B

There were no declarations of interest recorded.

**3. Confirmation of Previous Minutes**

Part C

**Community Board Resolved LMCB/2016/00099**

**Community Board Decision**

That the minutes of the Lyttelton/Mt Herbert Community Board meeting held on Wednesday, 6 July 2016 be confirmed.

Paula Smith/Adrian Te Patu

**Carried**

## 4. Deputations by Appointment

### Part B

#### 4.1 Proposed Safety Improvements for Recreational Boat Users at Naval Point

James Ensor and Roger Allen of the Naval Point Boat Security and Safety Association updated the Board on progress on the proposed safety improvements for recreational boat users of Naval Point.

The Association advised it has launched a new website.

The Association tabled Council staff responses to questions the Association had raised since the Association's last deputation to the Board and presentation to the Council's draft Long Term Plan.

Staff advice was specifically around the Health and Safety at Work Act 2015 and the marine structures at Naval Point being a place of recreation. The Association disagreed with this advice voicing that Council are responsible for keeping marine facilities safe for recreational users.

The Association advised that following completion of the Quantitative Risk Assessment of the Oil Companies' storage facilities at the Lyttelton Tank farm (an outcome of the Lyttelton Port Recovery Plan), it will advocate for safety improvements for recreational boat users to be part of the Naval Point Development Plan and for funding to implement improvements to be budgeted in the Annual Plan 2017/18.

The Board thanked Mr Ensor and Mr Allen for their deputation.

#### 4.2 Lyttelton Historical Society - Rebuild of Lyttelton Museum

Peter Rough and Therese Angelo, of the Lyttelton Historical Museum Society, provided an update on the progress of rebuilding the Lyttelton Museum.

The Society, after exploring and investigating various sites around Lyttelton, has decided to pursue acquiring the former site of the Lyttelton Service Centre, 33 London Street, for the new Museum building.

### Community Board Resolved LMCB/2016/00100

#### Part B

That the Lyttelton/Mt Herbert Community Board:

1. Strongly support the Lyttelton Historical Museum Society acquiring the site of the former Lyttelton Service Centre at 33 London Street, Lyttelton for the new Lyttelton Museum.
2. Request that the Lyttelton Historical Museum Society make a deputation to the Council regarding the new Lyttelton Museum if they wish.
3. Thank the Lyttelton Historical Museum Society for their deputation.

Paula Smith/Ann Jolliffe

Carried

### Community Board Recommendation LMCB/2016/00101

#### Part A

That the Council:

4. Gift the former Lyttelton Service Centre site (33 London Street) to the Lyttelton Historical Museum Society.

5. Request that staff facilitate the transfer of the title to 33 London Street, Lyttelton to the Lyttelton Historical Museum Society as soon as possible.

Paula Smith/Ann Jolliffe

Carried

## 5. Presentation of Petitions

### Part B

There was no presentation of petitions.

## 11. Staff Briefing - Ngai Tahu Relationship Advisors

### Community Board Resolved LMCB/2016/00102

#### Part B

That the Lyttelton/Mt Herbert Community Board:

1. Notes the information supplied during the Staff Briefing regarding the introduction and outline of responsibilities of Ngai Tahu Relationship Advisors.

Paula Smith/Christine Wilson

Carried

## 12. Staff Briefing - Quarterly Update from Parks Unit

### Community Board Resolved LMCB/2016/00103

#### Part B

That the Lyttelton/Mt Herbert Community Board:

1. Note the information during the Staff Briefing – Quarterly Update from Parks Unit on park matters within the Lyttelton/Mt Herbert area.

Paula Smith/Ann Jolliffe

Carried

## 14. Chairperson's Report - Lyttelton Design Review Panel

### Chairperson Recommendations

That the Lyttelton/Mt Herbert Community Board recommend that the Council:

1. Approves establishing a Lyttelton Design Review Panel as an eighteen month trial, to inform the 2018 Long Term Plan, as a subordinate decision making body of the Lyttelton/Mt Herbert Community Board under the Local Government Act 2002.
2. Approves the attached draft Terms of Reference for the Lyttelton Design Review Panel. The scope for the Panel being the consideration of developments which trigger a restricted discretionary activity status in relation to design in the Lyttelton Character Area Overlay (of the Banks Peninsula Residential Zone) or the Commercial Banks Peninsula Zone. Panel membership is proposed to be design professionals and community representatives, all with good local knowledge and an understanding of design and development.

**Community Board Recommendation LMCB/2016/00104**

## Part A

That the Board recommend that the Council:

1. Approve establishing a Lyttelton Design Review Panel as an eighteen month trial, to inform the 2018 Long Term Plan, as a subordinate decision making body of the Council under the Local Government Act 2002.
2. The scope for the Panel being the consideration of developments which trigger a restricted discretionary activity status in relation to design in the Lyttelton Character Area Overlay (of the Banks Peninsula Residential Zone) or the Commercial Banks Peninsula Zone. Panel membership is proposed to be design professionals and community representatives, all with good local knowledge and an understanding of design and development.
3. Approve the attached draft Terms of Reference for the Lyttelton Design Review Panel with the following amendments:
  - Amend Section 6 – Role of the Lyttelton Design Advisory Panel: Move the third bullet point to be the last bullet point in Section 6.
  - Amend Section 9 – Review of development proposals by the Lyttelton Design Advisory Panel: The advice given must give effect to the objectives and policies of the District Plan and, ~~in particular,~~ should seek to: ~~achieve the following.~~
4. Resolve that the Panel shall continue uninterrupted for 18 months from the time of establishment.

Paula Smith/Denis Aldridge

Carried

## **15. Lyttelton/Mt Herbert 2016/17 Discretionary Response Fund Governors Bay Heritage Trust - Compiling History of Upper Lyttelton Harbour Area, Community Patrol City to Sumner Incorporated - Temporary Secretarial Support**

### **Staff Recommendations**

That the Lyttelton/Mt Herbert Community Board:

1. Approves a grant of \$2,750 to the Governors Bay Heritage Trust for Compiling History of Upper Lyttelton Harbour Area towards wages, expenses and volunteer recognition.
2. Approves a grant of \$250 to Community Patrol City to Sumner Incorporated for Temporary Secretarial Support towards wages. (50/50 Split H/F)

### **Community Board Resolved LMCB/2016/00105**

## Part C

That the Lyttelton/Mt Herbert Community Board:

1. Approves a grant of \$2,000 to the Governors Bay Heritage Trust for Compiling History of Upper Lyttelton Harbour Area towards wages, expenses and volunteer recognition.
2. Approves a grant of \$250 to Community Patrol City to Sumner Incorporated for Temporary Secretarial Support towards wages. (50/50 Split H/F)

Paula Smith/Denis Aldridge

Carried

## 16. Lyttelton/Mt Herbert Youth Development Fund - Leon MacLeod

Community Board Resolved LMCB/2016/00106

### Part C

**Community Board Decisions under Delegation (Original Staff Recommendation Accepted without Change)**

That the Lyttelton/Mt Herbert Community Board:

1. Approves a grant of \$100 from its 2016/17 Youth Development Fund to Leon MacLeod towards the Spirit of Adventure Trust voyage.

Paula Smith/Christine Wilson

Carried

## 25. Resolution to Exclude the Public

Community Board Resolved LMCB/2016/00107

### Part C

That at 12.04pm the resolution to exclude the public set out on pages 88 to 89 of the agenda be adopted.

Paula Smith/Adrian Te Patu

Carried

**The public were re-admitted to the meeting at 12.06pm.**

## 6. Correspondence - Requests from May 2016 Meeting of Lyttelton Recreation Ground Reserve Management Committee

Community Board Resolved LMCB/2016/00108

### Part B

That the Lyttelton/Mt Herbert Community Board:

1. Receive the information in the correspondence report dated 20 July 2016 from the Lyttelton Recreation Ground Reserve Management Committee regarding requests from the Committee's May 2016 meeting.

Paula Smith/Adrian Te Patu

Carried

## 7. Correspondence - Support for Development of Wharf No. 4 Into Accessible Public Space

Community Board Resolved LMCB/2016/00109

### Part B

That the Lyttelton/Mt Herbert Community Board:

1. Receive the information in the correspondence report dated 20 July 2016 from the Hagley/Ferrymead Community Board regarding support for development of Wharf No. 4 in Lyttelton into an accessible open space.

Paula Smith/Christine Wilson

Carried

## **8. Correspondence - Acknowledgement of Council Staff and Contractors' Restoration of Port Levy Jetty**

### **Staff Recommendations**

That the Lyttelton/Mt Herbert Community Board:

1. Receive the information in the correspondence report dated 20 July 2016 from the Port Levy Coastal and Marine Protection Society regarding acknowledgement of the Council staff and contractors' restoration of the Port Levy Jetty.

### **Community Board Resolved LMCB/2016/00110**

#### **Part B**

That the Lyttelton/Mt Herbert Community Board:

1. Receive the information in the correspondence report dated 20 July 2016 from the Port Levy Coastal and Marine Protection Society regarding acknowledgement of the Council staff and contractors' restoration of the Port Levy Jetty.
2. Request that staff forward the correspondence to the Chief Executive.

Paula Smith/Adrian Te Patu

Carried

## **9. Correspondence - Governors Bay School Refurbishment**

### **Staff Recommendations**

That the Lyttelton/Mt Herbert Community Board:

1. Receive the information in the correspondence report dated 20 July 2016 from Betsy Haley, member of the Governors Bay School Board of Trustees regarding the Governors Bay School Refurbishment.

### **Community Board Resolved LMCB/2016/00111**

#### **Part B**

That the Lyttelton/Mt Herbert Community Board:

1. Receive the information in the correspondence report dated 20 July 2016 from Betsy Haley, member of the Governors Bay School Board of Trustees regarding the Governors Bay School Refurbishment.
2. Reply wishing the Board of Trustees well with the refurbishments, thanking Ms Haley for the invitation to provide input on the refurbishment and advising that a member of the Lyttelton/Mt Herbert Community Governance Team would like provide input.

Paula Smith/Adrian Te Patu

Carried

## 10. Correspondence - Delay to Timeball Station Restoration

### Staff Recommendations

That the Lyttelton/Mt Herbert Community Board:

1. Receive the information in the correspondence report dated 20 July 2016 from the Lyttelton Community Association regarding delay to the restoration of Timeball Station in Lyttelton.

### Community Board Resolved LMCB/2016/00112

#### Part B

That the Lyttelton/Mt Herbert Community Board:

1. Receive the information in the correspondence report dated 20 July 2016 from the Lyttelton Community Association regarding delay to the restoration of Timeball Station in Lyttelton.
2. Send a letter to Heritage New Zealand seeking restoration of Timeball Station to commence as soon as access roads are operational.

Paula Smith/Ann Jolliffe

Carried

## 13. Lyttelton/Mt Herbert Community Board Submissions Committee Minutes – 6 July 2016

### Community Board Resolved LMCB/2016/00113

#### Part B

1. That the Lyttelton/Mt Herbert Community Board receives the Minutes from the Lyttelton/Mt Herbert Community Board Submissions Committee meeting held 6 July 2016.
2. That the Board Chairperson formulate a draft submission on the Council's Draft Multicultural Strategy, circulate to the Board for comment prior to submission and approve and submit the final submission.

Christine Wilson/Ann Jolliffe

Carried

## 17. Community Organisation Report - Orton Bradley Park Board

### Community Board Resolved LMCB/2016/00114

#### Part C

That the Lyttelton/Mt Herbert Community Board:

1. Receive the information in the minutes of the Orton Bradley Park Board meeting of 11 April 2016.

Paula Smith/Adrian Te Patu

Carried



## **18. Committee Report - Diamond Harbour Reserves Management Committee Minutes - 29 March 2016**

**Community Board Resolved LMCB/2016/00115**

### **Part C**

That the Lyttelton/Mt Herbert Community Board:

1. Receive the information in the minutes of the Diamond Harbour Reserves Management Committee meeting held on 29 March 2016.

Paula Smith/Christine Wilson

**Carried**

## **19. Committee Report - Diamond Harbour Reserves Management Committee Minutes - 31 May 2016**

**Staff Recommendations**

That the Lyttelton/Mt Herbert Community Board:

1. Receive the information in the minutes of the Diamond Harbour Reserves Management Committee meeting held on 31 May 2016.

**Community Board Resolved LMCB/2016/00116**

### **Part C**

That the Lyttelton/Mt Herbert Community Board:

1. Receive the information in the minutes of the Diamond Harbour Reserves Management Committee meeting held on 31 May 2016.
2. Request that staff provide the Committee with the Outline Development Plan for Morgan's Gully in Diamond Harbour.

Paula Smith/Christine Wilson

**Carried**

## **20. Committee Report - Lyttelton Reserves Management Committee Draft Minutes - 11 April 2016**

**Community Board Resolved LMCB/2016/00117**

### **Part C**

That the Lyttelton/Mt Herbert Community Board:

1. Receive the information in the draft minutes of the Lyttelton Reserves Management Committee meeting held on 11 April 2016.

Ann Jolliffe/ Paula Smith

**Carried**

## 21. Committee Report - Cass Bay Reserves Management Committee Draft Minutes - 1 June 2016

### Community Board Resolved LMCB/2016/00118

#### Part C

That the Lyttelton/Mt Herbert Community Board:

1. Receive the information in the draft minutes of the Cass Bay Reserves Management Committee meeting held on 1 June 2016.

Christine Wilson/Paula Smith

Carried

## 22. Lyttelton/Mt Herbert Community Board Area Report

### Staff Recommendations

That the Lyttelton/Mt Herbert Community Board:

1. Receive the Lyttelton/Mt Herbert Community Board Area Report.
2. That the Board nominate the Board Representative for the Whakaraupō/Lyttelton Harbour Catchment Management Project Working Group.
3. That the Board, dependent on available funding, purchase the portraits of Kate Shepherd, Elizabeth McCoombs and Gladys Boyd from Julia Holden at a cost of \$1,000 each and staff to arrange framing of the portraits at the approximate cost of \$800.
4. Approve Piet van Leeuwen to be appointed to the Diamond Harbour Reserves Management Committee.

### Community Board Resolved LMCB/2016/00119

#### Part C

That the Lyttelton/Mt Herbert Community Board:

1. Receive the Lyttelton/Mt Herbert Community Board Area Report.
2. Approve Piet van Leeuwen to be appointed to the Diamond Harbour Reserves Management Committee.

Paula Smith/Christine Wilson

Carried

### Community Board Resolved LMCB/2016/00120

#### Part C

That the Lyttelton/Mt Herbert Community Board:

3. Nominate Paula Smith as the Board Representative for the Whakaraupō/Lyttelton Harbour Catchment Management Project Working Group.

Ann Jolliffe/Christine Wilson

Carried

## 23. Elected Member Information Exchange

### Part B

#### Elected Member Remuneration

The Board was advised the Remuneration Authority recently decided that Banks Peninsula Community Board members' remuneration will be significantly reduced following the 2016 elections.

#### Plaque at Collett's Corner

At its April 2016 meeting, Ann Toomey and Christine Lane spoke regarding a proposed project to install a plaque in Lyttelton on the corner known as Collett's Corner, which the Board decided to support. The Board was advised the plaque has been created and will be installed shortly.

#### Community Board Pamphlet

The Board was advised that at its previous meeting the Council resolved to request staff to investigate and deliver the development of a single page pamphlet about Christchurch Community Boards, which can be obtained in libraries and service centres, as well as posted out with rates notices and other messages from the Christchurch City Council, post-election.

## 24. Questions Under Standing Orders

### Part B

There were no questions under standing orders at this meeting.

**Karakia Whakamutunga:** Adrian Te Patu.

**Meeting concluded at 12.56pm.**

**CONFIRMED THIS 3rd DAY OF AUGUST 2016.**

**PAULA SMITH  
CHAIRPERSON**