

Banks Peninsula Community Board AGENDA

Notice of Meeting:

An ordinary meeting of the Banks Peninsula Community Board will be held on:

Date: Monday 14 August 2017
Time: 1pm
Venue: Little River Service Centre,
4238 Christchurch-Akaroa Road, Little River

Membership

Chairperson	Christine Wilson
Deputy Chairperson	Pam Richardson
Members	Felix Dawson Janis Haley John McLister Jed O'Donoghue Tori Peden Andrew Turner

7 August 2017

Joan Blatchford
Manager Community Governance, Banks Peninsula/Lyttelton
941 5643
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Part A	Matters Requiring a Council Decision
Part B	Reports for Information
Part C	Decisions Under Delegation

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Karakia Whakamutunga

Mihi/Karakia Timatanga

1. Apologies

At the close of the agenda no apologies had been received.

2. Declarations of Interest

Members are reminded of the need to be vigilant and to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

3. Confirmation of Previous Minutes

That the minutes of the Banks Peninsula Community Board meeting held on [Monday, 31 July 2017](#) be confirmed (refer page 5).

4. Public Forum

A period of up to 30 minutes is available for people to speak for up to five minutes on any issue that is not the subject of a separate hearings process.

It is intended that the public forum session will be held at the beginning of the meeting.

5. Deputations by Appointment

Deputations may be heard on a matter or matters covered by a report on this agenda and approved by the Chairperson.

There were no deputations by appointment at the time the agenda was prepared.

6. Presentation of Petitions

There were no petitions received at the time the agenda was prepared.

Banks Peninsula Community Board OPEN MINUTES

Date: Monday 31 July 2017
Time: 1:01pm
Venue: Lyttelton Community Boardroom,
25 Canterbury Street, Lyttelton

Present

Chairperson	Christine Wilson
Deputy Chairperson	Pam Richardson
Members	Felix Dawson Janis Haley John McLister Jed O'Donoghue Tori Peden Andrew Turner

31 July 2017

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

Mihi/Karakia Timatanga: John McLister

The agenda was dealt with in the following order.

1. Apologies

Part C

There were no apologies.

2. Declarations of Interest

Part B

Andrew Turner declared an interest in Item 9 and abstained from discussion and voting thereon.

3. Confirmation of Previous Minutes

Part C

Community Board Resolved BKCB/2017/00114

Community Board Decision

That the minutes of the Banks Peninsula Community Board meeting held on Monday, 17 July 2017 be confirmed.

Pam Richardson/Janis Haley

Carried

4. Public Forum

Part B

There were no public forum presentations.

5. Deputations by Appointment

Part B

There were no deputations by appointment.

6. Presentation of Petitions

Part B

There was no presentation of petitions.

7. Reserve Management Committee

Community Board Resolved BKCB/2017/00115

Staff recommendation accepted without change

Part B

That the Banks Peninsula Community Board:

1. Receive the minutes of the following Reserve Management Committee meetings:
 - Diamond Harbour Reserves Management Committee Minutes 26 April 2017
 - Diamond Harbour Reserves Management Committee Minutes 27 June
 - Duvauchelle Reserves Management Committee Minutes 19 June 2017
 - Duvauchelle Reserves Management Committee Minutes 17 July 2017

Pam Richardson/Felix Dawson

Carried

9. Submission on Proposed Marine, River and Lake Facilities Bylaw 2017

Staff Recommendations

That the Banks Peninsula Community Board:

1. Receive the information in the Submission on Proposed Marine, River and Lake Facilities Bylaw 2017 report.
2. Approve its submission on the Proposed Marine, River and Lake Facilities Bylaw 2017.

Community Board Resolved BKCB/2017/00116

Part C

That the Banks Peninsula Community Board:

1. Receive the information in the Submission on Proposed Marine, River and Lake Facilities Bylaw 2017 report.
2. Approve its submission on the Proposed Marine, River and Lake Facilities Bylaw 2017 subject to the following changes:
 - First sentence to readthe opportunity **to** make a submission.....
 - Request that the Board **be heard** in support of its submission

Pam Richardson/Jed O'Donoghue

Carried

Andrew Turner declared an interest in this item and abstained from discussion and voting thereon.

10. Banks Peninsula Community Board Plan 2017-19

Staff Recommendations

That the Banks Peninsula Community Board:

1. Approve the Banks Peninsula Community Board Plan 2017-19.

Community Board Resolved BKCB/2017/00117

Part C

That the Banks Peninsula Community Board:

1. Approve the Banks Peninsula Community Board Plan 2017-19 subject to the following changes:
 - Note the Board's thanks to staff under the Chairpersons message
 - Economic Development and Tourism:
 - Delete "take advantage of" and insert "benefit from"
 - Advocate for **specific** inclusion of Banks Peninsula
 - Banks Peninsula is **explicitly** included in Christchurch NZ's promotional activities **and strategic planning**

Janis Haley/Tori Peden

Carried

8. Briefing

Briefing on Lyttelton Port Company development updates

John O'Dea, Development Manager and Kim Kelleher, Environmental Manager from the Lyttelton Port of Christchurch briefed the Board on current and future developments happening in and around the port.

Community Board Resolved BKCB/2017/00118

Part B

That the Banks Peninsula Community Board notes the information supplied during the Briefing and requests that staff liaise with Lyttelton Port staff to make arrangements for the Board to have a port visit.

Jed O'Donoghue/Andrew Turner

Carried

11. Elected Members' Information Exchange

Part B

The Board received and noted information from members.

11.1 Letters of Support

Community Board Resolved BKCB/2017/00119

Part B

That the Banks Peninsula Community Board authorise the Chairperson to write letters in support of funding applications being made by the Little River Railway Station Trust and Project Lyttelton.

Andrew Turner/Janis Haley

Carried

11.2 Akaroa Wharf Update

Part B

The Board questioned why no update had been provided by staff on the action it had resolved at the 26 June Board meeting in respect of the Akaroa Wharf.

The Board **requested** that staff report back to the 14 August Board meeting on what action had been taken regarding the Akaroa Wharf issues, including any enforcement action that has been taken.

Meeting concluded at 3:10pm.
CONFIRMED THIS 14th DAY OF AUGUST 2017

CHRISTINE WILSON
CHAIRPERSON

7. Reserve Management Committees

Reference: 17/805302

Contact: Liz Carter

liz.carter@ccc.govt.nz

03-941-5682

1. Purpose of Report

Correspondence has been received from:

Allandale Reserve Management Committee 19 July 2017
Robinsons Bay Reserve Management Committee 24 July 2017

2. Staff Recommendations

That the Banks Peninsula Community Board:

1. Receive the minutes of the following Reserve Management Committee meetings:
 - Allandale Reserve Management Committee 19 July 2017
 - Robinsons Bay Reserve Management Committee 24 July 2017

Attachments

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ALLANDALE RESERVE MANAGEMENT COMMITTEE

Minutes of meeting 19 July 2017 at 7.00 p.m.

Venue: Governors Bay Hotel

MINUTES

PRESENT: Stuart Bould (Chair), Graham Barrell, Trevor Biggs, Dayle Jones

APOLOGIES: Denis Aldridge, John McLister

PREVIOUS MINUTES: Meeting on 21 June 2017 *approved* GB/TB

CORRESPONDENCE:

22/6/2017 (S Bould) to John McLister - email requesting presentation to CCC of case for portion of lease income to come to Allandale Reserve Management Committee.

23/6/2017 (S Bould) to Joan Blatchford (CCC Community Governance Manager, Lyttelton/Mt Herbert) - email requesting information on funding of Allandale Reserve Management Committee operating costs.

28/6/2017 (Joan Blatchford, CCC Community Governance Manager, Lyttelton/Mt Herbert) to G Barrell - email, \$5000 allocated by CCC to Allandale Reserve Management Committee.

3/7/2017 (S Bould) to Joan Blatchford (CCC Community Governance Manager, Lyttelton/Mt Herbert) - email, requesting information on development plan.

4/7/2017 (Joan Blatchford, CCC Community Governance Manager, Lyttelton/Mt Herbert) to Stuart Bould - email, acknowledgment of ongoing issues, intention to follow up.

GENERAL BUSINESS:

1. Entrance position and number (in and out?) needs re-consideration. *Action point*
2. Camper van effluent disposal site?
3. (Dayle) Size (how big) and material for deck? *Action point*
4. Clearing (chain sawing) trees around hall site. Do it ourselves.
5. Benches in storage at Loudon Farm. Stuart/Denis *Action point*
6. Lights for playing fields. Just go ahead and erect poles along macrocarpa hedge. Digging up power cable may be an issue. Contact Stu Weaver? *Action point*
7. Fulton Hogan rental for transport yard and payment to the Committee. Still not resolved. John to follow up. Trevor to discuss previous documentation with Barry Blatchford. *Action point*
8. Health & Safety Act requirements? Ask other committees. *Action point*

NEXT MEETING: 23 August 2017, Governors Bay Hotel

MEETING CLOSED: 7.41 p.m.

MINUTES OF THE ROBINSONS BAY RESERVE MANAGEMENT COMMITTEE

Held at Pippa Foley's on Monday 24th July 2017

PRESENT: Pippa Foley, Pam Ricardson, Paddy Stronach, Marion Wilson, Raywyn Stronach

APOLOGIES: Averil Parthonnaud, Suky Thompson

MINUTES: The minutes of the Meeting held on 22nd May 2017 were read and confirmed. Paddy/Raywyn carried

BUSINESS FROM MINUTES: Nothing heard from Tree Tech people as yet.

FINANCIAL: Bills paid: N Thacker for milk stand \$649.75. Pippa has prepared accounts for year ending 30/6/17. These need to be audited and sent to CCC. The refund from CCC for road access gate has been received. Balance at 30/6/17 = \$932.43

"That Kath Reid be appointed auditor (subject to her approval). Paddy/Raywyn carried.

CORRESPONDENCE: Various emails to and from Council listed on Pip's computer. Nothing requiring debate or decisions. Pam wrote to Steve Gray pointing out various legal and safety requirements for the carpark and hopes they have been addressed.

Outward: emails to do with above correspondence.

To Steve Gray confirming car park start date delayed til September.

May minutes sent to Liz Carter

GENERAL BUSINESS:

Domain funding has been rolled over for another year.

Domain maintenance. Grass and weeds have been sprayed and grass cut. This is not entirely satisfactory but is within Council's maintenance parameters.

Raywyn and Paddy have secured the dairy exhibits using Raywyn's chain.

Carpark: the formation of this delayed til September. Pippa is to write Steve Gray to ensure all is ready to go in that month. Pam has brought to the Reserve's attention and written to Steve Gray re various regulations and safety concerns re the car park. Members expressed a desire to meet on site with Council prior to works beginning.

Domain Development. It was agreed another display area should be on the cocksfoot industry. Suky and Paddy to confer over procuring a "cocksfoot" hut. Members will all try to find old cocksfoot "gear" to display. Raywyn and Marion will look up possible photos and text for display boards for farming and cocksfoot industries. (Suky may have suitable scrips). Pam is to see if Men's Shed can donate a Morepork box. Pippa to chase up bird boxes from Steve Gray. The noticeboard to be displayed at the parking area is being stored at Suky's. cont overleaf

A brief discussion took place about possible change of date for meetings but decided to leave as is at the moment.

Meeting finished approx 5.00pm with Pam expressing thanks to the committee for all its hard work.

Signed as a true and correct record..... Date.....

8. Banks Peninsula Community Board Area Report

Reference: 17/731370

Contact:	Joan Blatchford	Joan.blatchford@ccc.govt.nz	941 5643
	and Penelope Goldstone	Penelope.goldstone@ccc.govt.nz	941 5689

1. Purpose of Report

The purpose of this report is to resource the Community Board to promote a pro-active partnership approach to decision-making between the Council and Community Boards working together to achieve the best outcomes for the city with decisions being made with a good understanding of community views.

2. Staff Recommendations

That the Banks Peninsula Community Board:

1. Receive the Area Update.
2. Consider seeking an increase in the Marine Facilities Maintenance Budget through the Long Term Plan so that dredging of the Akaroa Slipway can continue and a new resource consent process can be funded.
3. Consider requesting funding in the Long Term Plan for resource consent to source sand and put it on the Akaroa Beach on an ongoing basis.
4. Request that staff provide information on the process to consider the Beach Road foreshore in Akaroa (between Church Street and Rue Jolie) as a Suburban Master Plan candidate.
5. Consider requesting two sets of *Big Belly Bins* for a trial in Akaroa.

3. Community Board Activities and Forward Planning

3.1 Community Board Plan

3.1.1 The Board approved its Community Board Plan for 2017-19 on 31 July 2017. This reflects the priorities of Banks Peninsula communities, and will guide the Board's strategic decision-making and influence of the Council's Long Term Plan.

3.2 Memos/Information reporting back on Community Board matters

3.2.1 Nil.

3.3 The provision of strategic, technical and procedural advice to the Community Board

3.3.1 Nil.

3.4 Board Area Consultations/Engagement

3.4.1 Future of Heritage

The Council asked for feedback on what you think heritage in Christchurch and Banks Peninsula should be, and look like, in the future. One hundred and sixty people and organisations, including the Community Board, sent in responses which have now been collated. These can be viewed at: <https://ccc.govt.nz/the-council/have-your-say/consultations/show/15>

Feedback from the survey, three workshops, three community drop-in sessions, students and ongoing dialogue with Ngāi Tahu, was presented to the Social and Community Development Committee during a briefing on 2 August 2017. This will be followed by a report to the Committee and the Council.

3.5 Submission Opportunities

3.5.1 Nil.

3.6 Long Term Plan Matters

3.6.1 The Council worked closely with each Community Board to develop its Annual Plan for 2017/18. This partnership enabled the Banks Peninsula Community Board to successfully advocate for a variety of projects that its communities are passionate about.

3.6.2 The next step is development of the Council's Long Term Plan for 2018/28. Banks Peninsula Reserve Management Committees will provide information to the Board about their priorities for the next ten years.

3.6.3 The Board will then work in partnership with the Council in a series of workshops to advocate for a Long Term Plan that reflects the Banks Peninsula communities' vision and priorities.

3.7 Development of Civil Defence Emergency Plans

3.7.1 Nil.

3.8 Requests for information from Board meeting on Newline / Newsletter

3.8.1 The Board is requested to advise staff of items it wishes to be included on the Council's Newline, an online source of news and information, and in the Board's monthly newsletter.

3.9 Significant Board matters of interest to raise at Council

3.9.1 The Board is requested to advise staff of significant matters of interest it wishes to be raised at Council.

4. Key Local Projects (KLPs) and Strengthening Communities Funded Projects

4.1 Not applicable.

5. Significant Community Issues

5.1 Little River Village Planning Group

5.1.1 Status

Out of the *Little River – Big Ideas* plan, and the hard work of the Little River Wairewa Community Trust, a group has formed which is working on ideas central to the village commercial area.

The Little River Village Planning Group (LRVP) has enthusiasm and drive and is looking to structure itself and decide on exactly what it wants to achieve. The Council has provided \$10,000 in the Annual Plan 2017/18 to support this process.

5.1.2 Action

Council governance staff are working with planners and other staff to support this group.

Timeframe – To have a structure decided by the end of August and a programme of work to follow.

5.2 Okains Bay

5.2.1 Status

Okains Bay has multiple community aspirations that are beginning to build in importance.

These include a feasibility study on potable water, the community hall rebuild, support for the school and museum and the Rūnanga/Council partnership in some of the land in the area supported.

The Okains Bay Reserve Management Committee is looking for support to be the community focal point for these issues to be addressed.

Action

5.2.2 A feasibility study to identify and cost options for potable water in Okains Bay is estimated to be completed by October 2017.

5.2.3 Council staff are meeting internally to strategise the best way of supporting the Reserve Management Committee and the community in Okains Bay.

Timeframe – Next few months.

5.3 Takamātua Domain

5.3.1 Status

The Takamātua Ratepayers Association has been working for many years to landscape Block House Reserve (Reserve 189) in the Takamātua Bay. After several presentations and support from the Community Board the work is yet to be undertaken.

5.3.2 Action

Council staff are meeting internally to clarify delegations and community/Council partnerships in order to support this planned work being undertaken.

Timeframe – Next few months.

5.5 Akaroa Issues Working Party – 30 June 2017

Recommendations from the Akaroa Issues Working Party meeting held on 30 June 2017:

5.5.1 Akaroa Slipway

The Working Party has established that there is an existing resource consent for the dredging of the Akaroa Slipway, but it is not fit for purpose for the extent of the dredging needed.

Recommendation: That the Working Party ask the Community Board to seek an increase in the Marine Facilities Maintenance Budget through the Long Term Plan so that dredging can continue and a new resource consent process can be funded.

5.5.2 Akaroa Beach – Sand Replacement

Staff have advised that the resource consent for the replenishment of the sand on the Akaroa Beach, including the sourcing of that sand, has expired. There is also no operational budget for this work to be carried out.

Recommendation: That the Working Party ask the Community Board to request funding in the Long Term Plan for resource consent to source sand and put it on the Akaroa Beach on an ongoing basis.

5.5.3 Beach Road Waterfront – Limestone Chip

The Working Party has discussed the maintenance of the Beach Road foreshore between Church Street and Rue Jolie on a number of occasions, particularly the maintenance of the

limestone chip, the suitability of the paving and the problems with the deteriorating seawall.

Recommendation: That the Community Board be asked to consider the Beach Road foreshore in Akaroa (between Church Street and Rue Jolie) as a Suburban Master Plan candidate.

5.5.4 **Big Belly Bins**

The Working Party was told that these bins are being trialled in New Brighton. The bins have the technology to compact rubbish and also to electronically advise the contractor when they need emptying.

Recommendation: That the Community Board be asked to request two sets of these bins for a trial in Akaroa.

6. Major Community and/or Infrastructure Projects

6.1 **Community Facilities**

6.1.1 **Okuti Valley Hall**

The local community group that manages the Council-owned hall has saved up money to upgrade the kitchen. They are working in partnership with Council to successfully undertake this upgrade.

6.1.2 **Gaiety Hall**

A committed group of locals in Akaroa are re-energising the Gaiety Trust with a view to being more involved in the managing, running and fundraising for The Gaiety. Council staff are supporting this initiative.

6.2 **Partnerships with the community and organisations**

6.2.1 Nil.

6.3 **Infrastructure projects underway**

6.3.1 Nil.

6.4 **Events Report Back**

6.4.1 Nil.

7. Parks, Sports and Recreation Update (bi-monthly)

7.1 **Regional Parks Update**

- Controlling spur valerian along coastal cliffs in Akaroa and Outer Bays
- Assisting with multi-agency goat control
- Supporting community with Takamātua Wharf repair
- Maintaining slipways (water blast due in next couple of weeks)
- Supporting Rūnanga with Takapūneke Reserve track alignment
- Head to Head Walkway planning and support of project managers with alignment and maintenance issues
- Conducting annual wading bird survey with other agencies
- Installing rifleman nest boxes on Misty Peaks and neighbours land
- Providing biodiversity funding and advice to landowners as part of Sites of Ecological Significance programme

- Providing input into Misty Peaks draft Reserve Management Plan
- Providing input and support to Lyttelton Reserves Management Committee for draft Urumau Development Plan
- Reviewing grazing plans for Kaitorete regional park due to new rules in Environment Canterbury’s Land and Water Regional Plan

7.2 Local Parks Maintenance Update

June is one of the quietest months in the Local, Neighbourhood and Sports Parks Maintenance Contract. We decrease the frequency of all mowing activities, increase the sports field inspections, continue the annual parks clean-up, hedge pruning, play surface cleaning and irrigation checks.

7.2.1 Maintenance Contract Key Performance

Contractor’s completion rate for all local parks maintenance jobs: 90.5%.

7.2.2 Mowing and Spraying Programme – June 2017

Activity	Frequency per month
Ornamental mowing	1
Amenity Mowing	1
Informal Mowing	0
Sports Field Mowing	2
Weed Spraying	1

7.2.3 Field Surface Activities

The Parks Maintenance contractors (Recreational Services) are monitoring the sports field conditions weekly.

7.2.4 Sports Parks Maintenance Update

All winter sports start on 1 April with sports fields transitioning from summer to winter codes from 27 March.

Sports Turf Renovation Programme will be undertaken in the spring.

7.2.5 Local & Neighbourhood Parks Maintenance Update

Response Jobs/Tasks

- Walking tracks – slot drains and sumps cleared (from Lyttelton to Purau).
- Cass Bay – Line trimming and rubbish removal.
- Corsair Bay – Land Drainage Team investigating into seeping/wet area at foreshore (from old storm water system).
- Naval Point – Trimming of shrubs along entrance to boat ramp, mulching and rubbish removal.
- Lyttelton Sport & Recreation Ground – Clearing drain along western side of sports field, trimming shrubs along sports field boundary, trimming branches back from training lights, line trimming and shrub trimming around Scouts building, rubbish removal. 20ft shipping container ordered for temporary storage of soccer club, waiting for weather to improve for delivery.

- Oxford Street Reserve – Upcoming work: Fence and gate between playground and Skate Park repaired/replaced.
- Cholmondeley Reserve – New tennis net.

7.3 Capital Planning and Projects

7.3.1 Takapūneke Reserve Management Plan

The Council is working with the community to develop a Reserve Management Plan for Takapūneke Reserve. A successful Public Information Day was held at Ōnuku Marae on 25 June 2017. Although there was heavy rain throughout the morning Akaroa residents and neighbours participated in the discussion on the draft Reserve Management Plan.

7.3.2 Urumau Development Plan

The Council is working with the Lyttelton Reserves Management Committee to prepare a draft Development Plan for Urumau Reserve.

The dates for public consultation are yet to be confirmed but are expected around August-September 2017.

7.3.3 Te Oka and Misty Peaks Reserves Management Plans

The Council is working with the community to develop Reserve Management Plans for Te Oka and Misty Peaks Reserves.

- Public information gathering 21 June – 24 July 2017
- Draft plans publically consulted Nov 2017 – Feb 2018
- Hearing March 2018
- Council decision April – May 2018

8. Community Board funding budget overview and clarification

8.1 The Council's new financial year started 1 July 2017.

8.2 2017/18 Banks Peninsula Discretionary Response Fund

8.2.1 All of the Board's unallocated 2016/17 Discretionary Response Funding (DRF) has been carried forward to the Board's 2017/18 Discretionary Response Fund for allocation.

8.2.2 Also in the carry forward is remaining/underspent Community Board Project funding, allocated from the Lyttelton/Mt Herbert and Akaroa/Wairewa 2016/17 Strengthening Communities Funds. This includes the 'Community Board Communications' project allocation.

8.2.3 The total carried forward to the Board's 2017/18 DRF was \$9,436.

8.2.4 A decision regarding funding envelopes for all Community Boards is expected early-August.

8.2.5 Possible Board Projects, which are projects the Board wishes to undertake this year, will be discussed at a workshop after the 28 August Community Board meeting. As decided last month at the Board's 26 June meeting, Board Projects are to be funded through the Board's DRF. A report will be presented to the Board for decisions at its 11 September meeting.

8.2.6 All Youth Development Fund (YDF) applications are allocated from the Board's DRF.

8.3 2017/18 Banks Peninsula Strengthening Communities Fund (SCF)

8.3.1 The Board's SCF workshop is now scheduled for 14 August. A report presenting all applications for consideration for the Board's 2017/18 SCF will go before the Board at its 28 August meeting.

Attachments

There are no attachments to this report.

Signatories

Authors	Joan Blatchford - Manager Community Governance, Banks Peninsula/Lyttelton Penelope Goldstone - Manager Community Governance, Banks Peninsula/Akaroa Fiona Nicol - Community Development Advisor Liz Carter - Community Board Advisor Trisha Ventom - Community Recreation Advisor Andrea Wild - Community Development Advisor Grace Le Heux - Community Support Officer Timothy Kibblewhite - Governance Support Officer Philipa Hay - Community Development Advisor
Approved By	Joan Blatchford - Manager Community Governance, Banks Peninsula/Lyttelton Penelope Goldstone - Manager Community Governance, Banks Peninsula/Akaroa Lester Wolfreys - Head of Community Support, Governance and Partnerships

9. Elected Members' Information Exchange

This item provides an opportunity for Board Members to update each other on recent events and/or issues of relevance and interest to the Board.